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| **Job Application Form** | C:\Users\Pauline.Clark\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\801C1EDC.tmp |

**CONFIDENTIAL**

**Please complete this form using black ink / type.**

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| **Application for Post of:** | Volunteering Development Worker |
| **Closing date:** | 15 January 2024 at 12 noon |
| **Interviews to be held:** | 31 January 2024 |

**Recruitment at Macc**

As part of our commitment to being an inclusive employer, Macc’s recruitment policy is designed to ensure we follow good equal opportunities employment practice

* This form is for you to show how your skills, knowledge and experience make you suitable for this role.
* We use anonymised applications. When we receive your completed application, this cover page is removed from the form and is not seen by the selection panel when deciding which applicants to invite to interview.
* If you are invited to interview, we will then ask you more about your employment history, we may ask you to prepare a presentation or undertake a test activity. We will also give you some time to look at the questions in advance and prepare your thoughts so we can have a good conversation.

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| **PERSONAL DETAILS** | |
| Title: |  |
| First name: |  |
| Surname: |  |
| Previous surname(s): |  |
| Address: |  |
| Postcode: |  |
| Telephone: |  |
| Email address: |  |

|  |  |
| --- | --- |
| Office use only | |
| Date received |  |
| Candidate number |  |

|  |  |  |
| --- | --- | --- |
| **CANDIDATE NUMBER:** |  | |
|  | | |
| **SKILLS AND EXPERIENCE** | |  |
| The following section is your opportunity to demonstrate that you have the skills and qualities we are looking for and that you have an understanding of the values of Macc. We recognise that learning and skills are acquired in a wide range of settings so you can use examples from your formal education, qualifications, training and previous employment – but you may also have examples from voluntary work, caring responsibilities, hobbies and interests.     Please tell us why your skills, knowledge and experience would enable you to undertake this post successfully. **In responding to these questions, you should take care to address each of the points in the “Who we’re looking for” section of the Recruitment Pack.** | |  |

1. **An understanding and appreciation of volunteering and voluntary action is essential for this role. Tell us about your experience of this, and outline what you think are the key issues that are currently affecting volunteering**
2. **Providing mutual support and encouraging one another is integral to the work we do. Please give an example of when you have given effective support, whilst considering the skills, talents, knowledge and insights on the behalf of the recipient (group or individual). What did you do and what was the outcome?**
3. **This role will involve managing multiple priorities, whilst maintaining connections and relationships with a variety of audiences. Using your skills and experience as examples, please tell us how you would go about planning, organising and effectively managing your work and personal development?**

1. **This role will develop and enhance Macc’s Volunteer Centre Quality Accreditation (VCQA). What practical action would you take that is based on the 5 core functions of a volunteer centre?**

***To assist your answer to this question, you may find it helpful to refer to the information concerning VCQA at:*** [***https://navca.org.uk/vcqa***](https://navca.org.uk/vcqa)***.***

Please continue on separate pages if needed but **no more than 2 additional A4 pages** in 12pt font

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| **REFEREES** | |
| Please supply the details of two referees. One must be your current or most recent employer or your last if you are presently unemployed.    Referees will **NOT** be contacted prior to interview. We will advise you if we intend to contact your referees. We reserve the right to contact any of your previous employers for a reference unless you state otherwise here: | |
|  |  |
| **FIRST REFEREE** | |
| Title |  |
| Name: |  |
| Address: |  |
| Postcode: |  |
| Telephone: |  |
| Email address: |  |
| Relationship: |  |
|  |  |
| **SECOND REFEREE** | |
| Title |  |
| Name: |  |
| Address: |  |
| Postcode: |  |
| Telephone: |  |
| Email address: |  |
| Relationship: |  |
|  |  |
| **ADVERTISING** | |
| Please tell us where you saw this post advertised: | |

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| **Entitlement to work in the UK**  To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. **If you are appointed to the post you will be provided with further information detailing what documents will be required.** | |
| **Criminal Convictions**  Macc aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. As certain posts within Macc are exempted under the Rehabilitation of Offenders Act, all applicants who are offered employment to one of these posts will be subject to a criminal record check (Disclosure) from the Criminal Records Bureau. This Disclosure will include details and dates of ‘spent’ convictions, cautions, reprimands and final warnings. Where the post is subject to Enhanced Disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions will also be asked for. **Having a criminal record will not necessarily bar you from employment.** | |
| **Privacy Notice (see attachment)**  Macc is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018. A full Privacy Notice is included in the application pack. The purpose of our Privacy Notice is to make you aware of how and why we will collect and use your personal information during the recruitment process. The Privacy Notice applies to all job applicants, whether they apply for a role directly or indirectly through an employment agency. It is non-contractual. **By signing this form you acknowledged receipt of the Privacy Notice and confirm that you have read and understood it.** | |
| **DECLARATION** | |
| **I declare that the information given on this form is, to the best of my knowledge, correct. I understand that the canvassing of any employee of Macc or giving false information will make my application unacceptable and, if appointed may lead to my dismissal. I consent to the information supplied in this application being stored in computer/manual records for personnel and payroll purposes.** | |
| **Signed:** | **Date:** |