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| Job Application Form |  |

###### CONFIDENTIAL

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

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| **Application for Post of:** | Collaboration Worker |
| **Closing date:** | Thursday 15 February, 10am |
| **Interviews to be held:** | To be confirmed |

**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. This role involves working with a wide range of organisations and individuals. Tell us about your experience of working inclusively and building relationships within the VCSE sector, and your understanding of the key issues affecting communities in Manchester (such as youth violence, trauma and mental health).**

**2. Collaboration is integral to the work we do. What do you think makes good collaboration? Please give an example of when you have collaborated effectively, including where you have facilitated a group of diverse individuals to encourage participation, and bring people together towards a common goal. What did you do and what was the outcome?**

**3. This role will involve managing multiple priorities, whilst maintaining collaborative working relationships. 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?**

**4. This role will support VCSE organisations to develop stronger partnerships with each other and across sectors, including representing partners in strategic meetings. How would you go about influencing others towards a community-led approach?**

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| 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: | |
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| **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: |