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| Job Application Form | Macc_Strap_COL |

###### CONFIDENTIAL

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

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| **Application for Post of:** | **Membership Worker** |
| **Closing date:** | **12 noon on Monday 5 December 2022** |
| **Interviews to be held:** | **Week commencing 12 December 2022** |

**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: |  |
| Firstname: |  |
| 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 on the person specification. | |

1. **This role involves liaising with a number of existing and new members from a wide range of social and cultural backgrounds. Tell us about your skills and experience, which reflects an excellent approach to customer service?**
2. **In this role you will be required to work in a timely manner using your own initiative and paying great attention to detail. Can you give examples of where you have needed to use your administration skills to organise multiple workloads, manage your time and work under pressure?**
3. **A key aspect of this role is to support the organisation and delivery of training and events. Tell us about your skills and experience with organising activities and managing communications.**
4. **The Membership Worker will have responsibility for processing new membership applications alongside accessing existing data for all of our current members and users of Macc services. What actions would you take to ensure that this data remains secure?**

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| *Please continue on separate sheets if necessary.* ***No more than 2 sides of A4*** |

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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: |  |
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| **ADVERTISING** | |
| Please tell us where you saw this post advertised: | |

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| **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.** | |
| Data Protection Act 1998 Information on this form may be held on computer/manual records. Strict confidentiality will be observed and disclosures will only be made for payroll and personnel administration purposes. We will be unable to process your application unless we can use your personal data in the ways described above. If you application is unsuccessful, the data will be held for six months and then destroyed. | |
| 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. | |
| 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: |