**We welcome enquiries from everyone and value diversity in our workforce**

Wherever possible, we prefer to receive electronic applications.

Please note, an incomplete application form may jeopardise the progression of your application.

|  |  |
| --- | --- |
| **Application for the post of:** | **Recruitment & Admissions Administrator** |
| **Closing date:** | **Wednesday 17 November 2021** |

|  |  |  |
| --- | --- | --- |
| **PERSONAL DETAILS** | | |
| **Title** | **Mr / Mrs / Miss / Ms / Dr / Other (please specify)** | |
| **Surname** |  | |
| **Forename(s)** |  | |
| **Previously used name(s)** |  | |
| **Address** | **Postcode** | |
| **Email address:**  **Please Note: The email address provided will be used to communicate with you throughout the recruitment process.** | ***\* It is our preference to communicate electronically in respect of any recruitment process or offer of employment – the only exception being where making modifications and adjustments to support someone with a disability or underlying health condition*** | |
| **Telephone numbers** | (Home) | (Mobile) |
| **NI Number** |  | |

|  |  |
| --- | --- |
| **Do you hold a full valid UK Driving Licence?** | **YES / NO** |
| **If yes, what date did you pass your driving test?** |  |
| **Please give details of any endorsements…** | |

|  |  |
| --- | --- |
| **Work Eligibility: (please tick one box)** | |
|  | I am eligible to live and work in the UK |
|  | I am not currently eligible to live and work in the UK |
| Please note, before you are able to start employment with Myerscough College you must provide proof of eligibility to work in the UK (i.e. a valid passport) to the Human Resources Team. **Failure to comply may lead to loss of employment**. | |

|  |  |
| --- | --- |
| **Are you related to anyone at Myerscough College or to any member of Myerscough College Corporation?** | **YES / NO** |
| **If yes, please give details…** | |
| **Do you have a disability which may have a bearing on this application? (Please see Guidance Notes)** | **YES / NO** |
|  | |
| **Do you require any adjustments to the College's application and recruitment process to assist you in relation to a disability or diagnosed health condition?** | **YES / NO** |
| **If yes, please give details…** | |

|  |  |
| --- | --- |
| **SAFEGUARDING** | |
| **N.B: It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to either children or adults**. | |
| **Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?**  **Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?** | **YES / NO**  **YES / NO** |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  If you answer ‘YES’ please submit details of the conviction or caution including date, Court, nature of offence and sentence imposed in an email marked ‘’Private & Confidential’’ to [recruitment@myerscough.ac.uk](mailto:recruitment@myerscough.ac.uk) | |

|  |
| --- |
| **DISCLOSURE AND BARRING SERVICE** |
| Should your application be successful you will be sent further details via email from eSafeguarding who are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf. A Disclosure & Barring Service check at Enhanced level will be relevant to this post.  Please note all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £40.00 for an enhanced level check).  **Please confirm, if successful, that you agree to pay eSafeguarding £40.00 for your DBS check YES / NO**  You will also be entitled to register with the update service directly with the Disclosure and Barring Service. This is currently £13 per year and must be done within 30 days of the certificate being issued |
|  |

|  |  |
| --- | --- |
| **CURRENT / MOST RECENT EMPLOYMENT** (PLEASE DELETE AS APPROPRIATE)  If you are currently unemployed, please give details of your most recent employment | |
| **Name of current/most recent employer** |  |
| **Company Name** |  |
| **Company Address** |  |
| **Postcode** |  |
| **Telephone number** |  |
| **Current/latest job title** |  |
| **Date appointed** |  |
| **Salary** |  |
| **Employment end date** (if applicable) |  |
| **Reason for leaving** (if applicable) |  |
| **Notice period** (if applicable) |  |
| **Please give details of duties/responsibilities...** | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OTHER PREVIOUS EMPLOYMENT INDUSTRIAL/COMMERCIAL EXPERIENCE:**  (Please state reasons for any gaps in employment) | | | | | | | |
| Name of previous employer / Source of experience | Post held / Experience gained | Full Time Part Time or Voluntary | From | | To | | Reason for leaving post |
| Month | Year | Month | Year |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION AND TRAINING**  Education and qualifications obtained: Degrees, Diplomas, Certificates, Teaching and/or Membership of Professional and/or other Bodies (mention subjects, class, distinctions where applicable). | | | | |
| Years spent in education after age 11 | | | Establishment/ Awarding authority | Qualifications obtainedand membership of Professional or other Bodies |
| From | To | Full Time or Part Time |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OTHER TRAINING/IN-SERVICE COURSES ATTENDED** | | | | |
| Years of Training or Courses Attended | | | Course Provider | Details of Course |
| From | To | Full Time or Part Time |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Fairness, Respect, Equality, Diversity, Inclusion, & Engagement** |
| Equality and diversity are important to us; we want to ensure everyone has a fair opportunity to secure meaningful employment. We therefore ask all applicants to complete our equality monitoring questions as part of every application form. This information is not accessible or available to the recruiting manager(s) and is only visible to members of the HR team.  We process this data to monitor our progress towards advancing opportunities for all in employment. Where we are required to report or publish this data, all personal identifiers (such as name) are removed. |
| To complete your application, please click the link below and complete the form. If you do not wish to disclose certain information, you can select the option “prefer not to say”.  EDI Monitoring Link: please click [here](https://forms.office.com/r/wM4RbUWhZ3)   * Tick here to show completion of the EDI monitoring form via the link above.   If, for any reason, you cannot complete the electronic link, then a paper form can be sent to you. If required, this should be requested from human resources. |
|  |
|  |

|  |
| --- |
| **EXPERIENCE**  Please describe the extent of your experience in relation to the role for which you are applying and indicate how this will help you in your application: |
| (Please continue on a separate sheet if necessary) |

|  |  |  |  |
| --- | --- | --- | --- |
| **References Section**  **IMPORTANT INFORMATION**  Please note, references will be sought from previous employers where the employment (paid or voluntary) involved working with children and/or vulnerable adults.  If your application proves successful and in compliance with Safeguarding Children and Safer Recruitment in Education Guidance, your employment will only be confirmed once satisfactory references are received by the College.  **PLEASE NOTE:** Employment references must cover a minimum *period of at least two years*. Please provide all applicable references in the boxes below to cover this period. Employment references must also include a business email address.  **Working with Children**  If you have previously worked/volunteered with children and/or vulnerable adults, please ensure you provide a referee which covers that period of work or employment. Please continue on a separate sheet if necessary. | | | |
| **Employment Reference 1**  (Must be your current or most recent employer) | | **Employment Reference 2** | |
| Name |  | Name |  |
| Address and Postcode |  | Address and Postcode |  |
| Work Email address |  | Work Email address |  |
| Tel No |  | Tel No |  |
| Relationship to you |  | Relationship  to you |  |
| *(Please indicate if you do not wish your current employer to be contacted)* | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| . | | | |
| **Employment Reference 3 (if applicable)** | | **Employment Reference 4 (if applicable)** | |
| Name |  | Name |  |
| Address and Postcode |  | Address and Postcode |  |
| Work Email address |  | Work Email address |  |
| Tel No |  | Tel No |  |
| Relationship to you |  | Relationship  to you |  |

**NB: If you have spent time outside of the UK (other than for holidays) you will need to provide a “Certificate of Good Conduct” from the relevant authority.**

**Canvassing directly or indirectly will disqualify a candidate.**

|  |  |
| --- | --- |
| **DECLARATION** | |
| I certify that the information given on this form is correct. I understand that any willful omission or falsification may lead to the disqualification of this application or dismissal if appointed to the post applied for. | |
| **Signed:** | **Date:** |

**If you have not had any response from the College in respect of this application within 4 weeks of the closing date you may assume that you have been unsuccessful.**

In compliance with GDPR UK requirements, unsuccessful applicants are advised that completed application forms containing sensitive and personal data i.e. date of birth, address etc, will not be kept longer than strictly necessary – usually up to twelve months – at which time they will be disposed of permanently. By signing above you are confirming your agreement to this procedure and, unless you indicate to the contrary, this will be the usual procedure in all cases. You have a right to request a copy of any information we hold on you and to have any inaccurate data corrected.

Myerscough College is an Equal Opportunities employer and intends that no job applicant or employee shall receive less favourable treatment nor be disadvantaged by any condition which cannot be shown to be justifiable.

*When completed, this form should be emailed to the Human Resources team:*

E-mail: **recruitment@myerscough.ac.uk**

**Please note if you are shortlisted for interview an invite will be sent via email only.**

**Should you require any further information regarding the recruitment process or are having difficulties submitting this form please contact the HR team on 01995 642289.**