MacIntyre
Providing support...your way

# Application for Employment

## Confidential

We collect the information in your application to recruit the best people to work with us and to enable us to perform our contractual and legal obligations to you and to regulatory bodies and government bodies.
Please refer to our website for our full privacy notice for staff and job applicants. You'll find it right at the bottom of the home page at www.macintyrecharity.org under *Privacy Policy*.

| **Post applied for** | |
|---|---|
| Job title: | Reference number: |
| Location: | Where did you see this job advertised?<br><br>(If someone at MacIntyre mentioned it, put their name here) |

| **Your personal details** | |
|---|---|
| Surname: | First name(s): |
| Address: | |
| Postcode: | Email address: |
| Landline number: | Mobile number: |
| Do you currently have permission to reside and work in the UK? Y / N | If you have a visa to work here, when does it expire? |
| Do you have a full UK driving licence? Y / N<br><br>If yes: Is your licence Manual ☐ or Automatic ☐ | Have you held your licence for two years or more? Y / N<br>Do you have your own transport? Y / N |
| Are you currently employed by MacIntyre? Y / N | If yes, at which location/service? |

## Education and relevant training

You are welcome to attach this information on your CV instead if you prefer.

| School/College/University/Awarding body | Dates (MM/YYYY) | Qualifications/Awards gained |
|---|---|---|
| | From:<br>To: | |
| | From:<br>To: | |
| | From:<br>To: | |

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## Employment history starting with current or most recent

Please include your last 5 to 10 years' employment (if applicable). If you need to include more than 3 employers, please use a separate sheet. *You are welcome to attach this information on your CV instead if you prefer.*

| Employer details (name, location, nature of business) | Position held and main duties | Dates of employment (MM/YYYY) | Reason for leaving |
|---|---|---|---|
| | | From:<br>To: | |
| | | From:<br>To: | |
| | | From:<br>To: | |
| | | From:<br>To: | |

## Additional Questions

Have you ever been the subject of a formal disciplinary procedure, been suspended from duties or been dismissed from any previous employment?
YES / NO

If Yes, please provide brief details below, including relevant employer(s)

If you hold a professional qualification in a regulated profession, have you ever been struck off from your profession, either on a temporary or permanent basis?
YES / NO / Not applicable

If Yes, please provide brief details below

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## About you

MacIntyre looks for people who share our values, even when they don't have experience in our sector. These three brief questions give you the chance to tell us a little bit more about what makes you tick.

1. Describe a time when you have overcome your own anxiety to join in an activity you knew was important to someone else?

2. The students in our classes are supported by various staff from different areas of our organisation. What would you see as the challenges of being part of a large, multidisciplinary team and how would you respond to them?

3. Tell us about yourself. Why do you think you'd be a good fit for this role? Please include any relevant skills, experience, qualifications, interests and personal qualities.

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# Safer Recruitment

## References

If you are offered a job with MacIntyre, we will at that time ask for details of references we must take as an important part of our pre-employment checks. Referees must not be members of your own family. They should usually be present and most recent employers. Additionally if you have are being offered a role within our adult or childcare services, we will need to take references for all roles in those sectors, as relevant.

## Overseas Criminal Record Checks

All successful applicants who have spent six continuous months or more outside the UK within the last five years must provide evidence of a criminal record check from the relevant country/countries.

If you **HAVE** lived for six months or more outside the UK in the last five years, please tick this box: ☐

## Declaring relevant offences

The work for which you are applying involves substantial opportunity for access to children and/or vulnerable adults. It is therefore exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any pending prosecutions or convictions you may have.

Please note however, the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Any information you do provide will be treated in confidence and will only be taken into account in relation to any application where the exemption applies.

The disclosure of a criminal record, or other information, will not debar you from appointment unless MacIntyre considers that the conviction renders you unsuitable for appointment. In making this decision, we will consider the nature of the offence, how long ago and your age at the time, and any other factors which may be relevant, including appropriate considerations in relation to our published Diversity in Employment Policy.

Failure to declare relevant offences, however, may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

Having read the information above on declaring relevant offences, please tick the appropriate box below:

I have read and agree to the above statement and have no relevant information to disclose: ☐
I wish to disclose further information (please supply on a separate sheet) ☐

*By submitting this application form you are agreeing that the information provided above is accurate to the best of your knowledge.*

*You also agree to MacIntyre processing your personal information under our privacy policy as stated at the beginning of this application form and in the Privacy Policy set out on our website.*

Signature: Date:

Thank you for completing this form. You are welcome to attach your CV. Please scan and email it to careers@macintyrecharity.org or send by post to:

Recruitment Team
MacIntyre
602 South Seventh Street
Milton Keynes
Buckinghamshire, MK9 2JA

If you need to contact us you can either get in touch with your local MacIntyre Office or the Recruitment Team on: careers@macintyrecharity.org and 01908 357016.