

### Mission Statement

‘To provide education and skills that enhance the region’s economic and social prosperity’

**Application Form**

**Customer Service Apprentice (Student Services)**

We are committed to providing information which meets individual needs and aim to fulfil all reasonable requests for publications and other printed materials in alternative formats. Alternative formats will include large print, Braille, audio and information for speakers of other languages.

For more information, please contact the Human Resources team on 01642 333560.

**Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. By signing the application form we will be assuming that you agreeto the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

All appointments are subject to a satisfactory Disclosure & Barring Service check (DBS), proof of your right to work in the EU and receipt of two references, one to be your current or last Employer.

Middlesbrough College is committed to safeguarding Young People and Vulnerable Adults and promotes the welfare of all learners and expects all staff to share this commitment.

**Personal Information**

|  |  |
| --- | --- |
| **First Name:** |  |
| **Middle Name(s):** |  |
| **Surname:** |  |
| **Any other name(s) you have previously been known by:** |  |
| **Address:** |  |
| **Preferred Contact Telephone Number:** |  |
| **Email Address:** |  |
| **National Insurance Number:** |  |
| **Are you eligible to work in the UK**? (Delete as applicable)YES/NO | |
| **Have you ever been convicted in court, of a criminal offence**?YES/NO  If yes, please specify, including dates.  Because of the nature of the work for which the application is being made, the post is exempt from the provisions of Section 4(2) of the Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are ‘spent’ under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the College. Any information given will be completely confidential and will be considered only in relation to an application to which the order applies. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment References**  Please give details of two referees that we may approach for references. | | | |
| **Reference 1** | | **Reference 2** | |
| **Name:** |  | **Name:** |  |
| **Job Title/ Occupation:** |  | **Job Title/ Occupation:** |  |
| **Organisation:** |  | **Organisation:** |  |
| **Address:** |  | **Address:** |  |
| **Postcode:** |  | **Postcode:** |  |
| **Tel No:** |  | **Tel No:** |  |
| **Email:** |  | **Email:** |  |

|  |  |  |
| --- | --- | --- |
| **Qualifications**  Please list your qualifications, including the level and subject. | | |
| **Qualifications** | **Grade** | **Date Achieved/**  **To be Achieved** |
|  |  |  |

|  |
| --- |
| **Personal Statement**  Please use this section to explain why you would like this position and how you meet the criteria detailed in the person specification*. For example, “I worked well as part of a team when undertaking a project with other classmates at school…”.* |

|  |  |
| --- | --- |
| **Declaration**  I declare that the information I have given in this application is accurate and true.  I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal. | |
| **Signature:** | **Date:** |
| Please **email** your completed application form to [recruitment@mbro.ac.uk](mailto:recruitment@mbro.ac.uk) | |

|  |
| --- |
| **Equal Opportunities Monitoring** |
| This section of the application will be used for monitoring purposes only and will be detached from your application for shortlisting purposes. Middlesbrough College is an equal opportunities employer who recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion, belief or marital status. We therefore welcome applications from all sections of the community. |
| **Ethnic Origin**: |
| **Gender**:  Is your gender identity the same as the gender you were assigned at birth? |
| **Religion or Belief**: |
| **Sexual Orientation**: |
| **Marital/ Civil Partnership Status**: |
| **Date of Birth**: |
| **Do you have a disability?**  Type of disability: |
| **Please detail here any reasonable adjustments you may require to attend the interview and/or help you in this vacancy.** |