**Application Form – Residential Advisor 2017/2018**

**Location**

**Please Tick**

**MANCHESTER  CREWE**

**Personal Details**

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| --- | --- | --- | --- |
| **Title:** | **Forename(s):** | | **Surname:** |
| **MMU ID:** | | **MMU Course:** | |
| **Email:** | | **Contact Number:** | |

**Employment Details**

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| **Present or most recent employment details:** | |
| **Post Title:** | **Dates of Work:** |
| **Summary of duties & responsibilities:** | |

**Please give details of how you match the criteria below**

**Please refer to the role specification for this section and give examples from your experience - paid, voluntary, academic or extracurricular.**

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| **1.1 Good communication skills** |
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| **1.2 Ability to work as part of a team** |
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| **1.3 Ability to use initiative** |
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| **1.4 Ability to use Microsoft office packages, such as Excel, Word etc.** |
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| **2.1 Awareness and understanding of the importance of good customer service** |
|  |

**Additional requirements**

**Please tick the boxes below to indicate that you meet the following additional requirements:**

□ You have experience of living in student halls (this can be MMU or privately owned accommodation).

□ You understand that the role requires you to work a minimum of one evening shift per week including occasional weekend work and one shift per week on-call overnight 6.00pm-6.00am.

□ You are able to attend the Residential Advisor training week Sunday 3 – Friday 8 September 2017, and are willing to attend further training.

**Eligibility to Work**

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| Any offer of work is made on the assumption that you are eligible to take up employment in the United Kingdom. In accordance with the provisions of the Asylum and Immigration Act 1996 it is necessary for the University to retain documentary evidence of your right to work. The evidence which can be provided is set out at:  [www.mmu.ac.uk/humanresources](http://www.mmu.ac.uk/humanresources)  In the event that you do not or are unable to produce the necessary documentation to confirm your eligibility to work in the United Kingdom, the offer of work will become immediately void. | | |
| Do you require a Work Permit to work in the UK? | □ Yes | □ No |

**Self-Declaration (Strictly private and confidential)**

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| Candidates who are applying for a role at Manchester Metropolitan University are required to complete this questionnaire regarding disclosure under the Rehabilitation of Offenders Action 1974 and the Joint Circular(12/88) “Protection of Children2.  Please complete **PART A** below. **PART B** should only be completed if you have indicated in PART A that you have a conviction/caution/bindover for a criminal offence(s). Please note that this form is not an alternative to the official disclosure process undertaken by the Disclosure and Barring Service (DBS), i.e. The University will still require clearance from the DBS if appropriate.  Any information that you disclose will be treated as strictly confidential. This information will be retained by the University under secure conditions and is not disclosed to any third party outside the University (other than in pursuance of a legal obligation).  **Please note that failure to declare any previous convictions/cautions for criminal offences may result in the offer of employment being withdrawn.** | | | |
| **Part A** *(please tick the relevant statement)* | | | |
| I have no previous convictions/cautions/bindovers (spent or unspent) and I understand that any area in which I work may check police records to confirm this. | | | □ |
| OR | | |  |
| I have a conviction/caution/bindover for a criminal offence(s) (spent or unspent) and I understand that any area in which I work may check police records to ascertain the nature of this / these previous offence(s).  **Please complete PART B.** | | | □ |
| **Part B** | | | |
| Give full particulars below of any previous convictions/cautions/bindovers for criminal offences, regardless of when  they were committed or of any cases pending in regard to the alleged commission of a criminal offence. These will be considered by the HR Director who will decide as to whether you can proceed with employment. | | | |
|  | | | |
| **Previous Convictions:** *State below, in respect of each offence for which you have been convicted.* | | | |
| Nature of the offence |  |  | |
| Date of offence |  |  | |
| Name of Court |  |  | |
| Sentence imposed |  |  | |
| Date of conviction |  |  | |
| **Cases Pending:** *Please state below.* | | | |
| Nature of alleged offence |  |  | |
| Date of alleged offence |  |  | |
| Expected place of trial |  |  | |
| Expected date of trial |  |  | |
| Name of Police Force by whom you are being considered for possible prosecution. |  |  | |

**Agreement & Declaration**

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| I certify that the information provided above, is correct. I understand that any false statement or omissions may result in my application being withdrawn or my appointment being terminated. |
| Any information provided will be stored securely and processed in accordance with Manchester Metropolitan University’s registration under the Data Protection Act (1998). For the successful candidate, the information will form part of the personal, confidential record. In the case of unsuccessful candidates, the data will be destroyed after six months. |
| Signature…………………………………………………………............ Date………………………………….. |

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| **We currently are developing activities and events to support young people who are or who have been in Local Authority Care to encourage them to consider university as an option for their future. We would therefore particularly like to Residential Advisors who themselves are Care Leavers to work as role models on this project.**  If you are a Care Leaver please tick here: □  ***Please note this information will be kept confidential within Jobs4Students and Student Living Accommodation.*** |

**Please submit this application form AND the completed reference request\* below to**

[**jobs4students@mmu.ac.uk**](mailto:jobs4students@mmu.ac.uk) **no later than**

**midnight on Monday 2 January 2017.**

**\***The reference request below needs to be completed by someone other than yourself for example a current employer or a current/previous teacher/tutor.

**Residential Advisor - Reference Request**

The student below has applied to become a Residential Advisor at Manchester Metropolitan University and has given your name as referee. We would be grateful if you could complete the information below to enable us to assess the suitability of the applicant. All information supplied will be treated as strictly confidential.

|  |  |
| --- | --- |
| **Name of Student:** | |
| **Capacity in which known to student:** | |
| **Dates from:** | **To:** |

*Please tick relevant boxes*

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| --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Average** | **Below Average** |
| **Attendance** |  |  |  |  |
| **Punctuality** |  |  |  |  |
| **Reliability** |  |  |  |  |
| **Flexibility** |  |  |  |  |
| **Working as part of a team** |  |  |  |  |
| **Communication** |  |  |  |  |

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| --- |
| **Further comments:** |
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| --- | --- |
| **Signature:** | **Date:** |
| **Name:** | **Position:** |