



## **Completing the Application Form**

The application form is split into different sections:

### **1. Personal Details**

The information provided within this section will be kept separately for administrative purposes, monitoring and reporting.

### **2. Equal Opportunities**

The information provided within this section will be used for monitoring purposes only.

### **3. Educational details**

Please ensure that you provide information on the education and professional qualifications you have gained and/or are currently studying, in order of most recent. You will be asked to produce original certificates as proof of the qualifications that meet the essential criteria in the job description.

### **4. Details of further Education/Training**

Please ensure that you provide information on any relevant further training and/or education that you feel will support your application for the post. Please include dates of when the training was undertaken.

### **5. Membership/Registration**

Please make sure that any professional membership or registration details required for the post are listed in this section.

### **6. Employment history**

Please ensure you provide your full employment history in order of current or most recent first. Your employment history may include job placements, work experience, voluntary work and/or training. Please give a brief description of your duties and responsibilities for each role. Please also include any breaks in employment history together with the reason for the break.

**Please complete accurately and include all experience since the age of 18, or since leaving full time education.**

### **7. Supporting Information**

The supporting information section of the application form is your opportunity to say why you want to join MAAC.



## **8. References**

It is important that you provide, as a minimum, two references. One must be from your current or most recent line manager.

## **9. Privacy and Data Protection**

This section advises you of our responsibilities with regards to the data you submit on the application form.

## **10. Consent, Disclosure and Barring and Recruitment Checks**

This section details how your data is used in conjunction with the Data Protection Act 2018. It also details the charities legal responsibility when undertaking appropriate recruitment checks as part of the recruitment process.

## **11. Submit**

Once you are happy with your application, please submit to [recruitment@midlandsairambulance.com](mailto:recruitment@midlandsairambulance.com)