

#### Institute of Physics and Engineering in Medicine

Fairmount House

230 Tadcaster Road

York

YO24 1ES

[www.ipem.ac.uk](http://www.ipem.ac.uk)

## APPLICATION FOR EMPLOYMENT

Post applied for: External and International Services Administrator

Closing date: Midnight Sunday 3rd August 2025

**Thank you for your interest in working for IPEM. This page, the Additional Information and Equality Monitoring pages will be removed before short-listing of candidates. Please send your completed application form in word doc format to Jenny McGuire, Operations and Governance Manager by midnight on Sunday 3rd August.** **jenny@ipem.ac.uk**

|  |  |
| --- | --- |
| Surname |  |
| Forenames |  |
| Address |  |
| Daytime telephone no. |  |
| Mobile |  |
| Email |  |
| Preferred method of contact for this application  |  |

**Present or most recent employment**

|  |  |
| --- | --- |
| Name and address of employer |  |
| Position held |  |
| Date started |  |
| Notice required (please state if you have already left this post) |  |
| Please describe your main duties and responsibilities |
| Reason for leaving (if applicable) |

#### Second most recent employment

|  |  |
| --- | --- |
| Name and address of employer |  |
| Position held |  |
| Date started |  |
| Date left |  |
| Please describe your main duties and responsibilities |
| Reason for leaving |

#### Other employment

Please give details of other employment in the last 10 years only; continue on a separate sheet if required

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Employer’s name and address | Position held |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

#### Education and qualifications

Please give a brief description of your education, qualifications and course attendance; continue on a separate sheet if required.

#### Secondary / Further education

|  |  |
| --- | --- |
| Subjects, Level, Grade of examination | Name of Institution |
|  |  |
|  |  |

#### Academic education / Professional qualifications

|  |  |
| --- | --- |
| Subject, Level, Grade of examination | Name of Institution |
|  |  |
|  |  |
|  |  |

**Any other training courses attended that are relevant to this post, with outcomes**

(including in-house training):

**Professional registration or memberships (if applicable)**

|  |  |  |
| --- | --- | --- |
| Type of registration and awarding body | Registration Number  | Renewal Date |
|  |  |  |
|  |  |  |

**Personal statement**

Please state how your skills, experience and achievements to date (including unpaid/voluntary work) would make you a suitable candidate for this post. ***You should refer specifically to the roles in the job description for this post, and the person specification for the post, and show how your skills and knowledge match our requirements.***

Continue on separate sheet if required.

|  |
| --- |
|  |

**Other information about you**

Are you legally entitled to work in this country (as defined by the Immigration Asylum and Nationality Act 2006)?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |
| If you are offered an interview you will be asked to provide proof of your entitlement to work. |

Do you have any criminal convictions which are not ‘spent’ (as defined by the Rehabilitation of Offenders Act 1974)?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |
| Failure to declare any convictions which are not ‘spent’ will result in the withdrawal of any job offer, and, if already in post, will result in dismissal. |

#### Where did you see this post advertised? Please state which publication, website, or other source.

|  |
| --- |
|  |

**Additional information**

*This information is requested for the purpose of ensuring that we can make any reasonable adjustments required to enable you to attend for interview or to visit IPEM in advance of an interview. It will NOT be used as part of the short-listing process for interview.*

The Institute’s head office in York is situated in a large Victorian terrace house, a former “gentleman’s villa”, which was converted from hotel use to offices in 1998. The office is on Tadcaster Road, near York Racecourse, about 0.8 miles from York Rail Station and within easy access of the A64 York bypass. Car parking is available at the rear of the offices.

The principal offices are on the first floor of the building, with the ground floor being used for reception, meetings and services.

There is an accessible WC on the ground floor and full wheelchair access to the ground floor from the rear (car park) entrance and throughout the ground floor.

Please let us know if you need any special arrangements to participate in the recruitment process, using the box below.

|  |
| --- |
| Do you have a disability? YES / NO  |
| If yes, please give details of the nature of your disability and any special facilities or arrangements you will require to participate in this recruitment process. |
| Are there any reasonable adjustments we can make to assist you, if you were to attend an interview at our offices or on Microsoft Teams? YES / NO  |
| If yes, please give details  |

#### References

Please give details of two referees, one of whom is your present or most recent employer. Referees should not be friends or relatives.

|  |  |  |
| --- | --- | --- |
|  | Reference One | Reference Two |
| Name |  |  |
| Job Title |  |  |
| Address/ Contact Number |  |  |
| Email address |  |  |
| Relationship |  |  |
| May we approach prior to interview? |  |  |

#### Declaration

I declare that, to the best of my knowledge and belief, the information given is true and complete.

I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby give my consent to IPEM processing data supplied on this application form for the purpose of recruitment and selection.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please email your application to;**

Email: jenny@ipem.ac.uk

**Equality and Diversity Monitoring
Form**

IPEM is committed to ensuring its appointments are accessible to everyone regardless of gender, ethnic origin, disability, religion, sexual orientation, gender reassignment, socio-economic background, caring responsibilities or age. We routinely gather and analyse diversity data to assist with assessing the extent to which we are achieving this aim.

Any information you give will help us improve our activities and processes. This form will be detached from the main application, will not identify you as an individual and will be treated as strictly confidential in accordance with the Data Protection Act. We have based the questions and answer options on the 2021 census and the Wellcome Trust.

**Please tick / circle the appropriate box and, where relevant, specify your answer.**

|  |  |
| --- | --- |
| **Application for:** |  |
| **What is your age?** |
| Under 18 | 18-29 | 30-39 | 40-49 | 50-59 | 60-65 | Over 65 | Prefer not to say |
| **What is your sex (Use the sex on your birth certificate or Gender Recognition Certificate)** |
| Female | Male |
| **Is the gender you identify with the same as your sex registered at birth?** |
| Yes | No |
| If "No", please self describe: |
| **Which of the following best describes your sexual orientation?** |
| Bisexual | Gay or lesbian | Straight or Heterosexual | Prefer not to say | Self describe (below) |
|  |
| **Do you have any physical or mental health conditions, disabilities or illnesses lasting or expected to last longer than 12 months?** |
| Yes  | No  | Prefer not to say |
| **Do any of your conditions or illnesses reduce your ability to carry out your professional and day to day activities** |
| Yes, a lot  | Yes, a little  | No  | Prefer not to say |
|  |  |  |  |
| **Do you have any caring responsibilities (You can tick more than one)**  |
| Primary (or joint) carer for child/children under 18  | Primary (or joint) carer for a person under 65 living with a disability | Primary (or joint) carer or assistant for older person (over 65)  |
| No  | Prefer not to say  |  |
| **When you were 18, had any of your parents or guardians completed a university degree course or equivalent (e.g., BA, BSc or higher)?** |
| Yes  | No | Don’t know | Prefer not to say |
| **What type of school did you attend for the majority of your time aged 11-18?**  |
| UK State school non-selective  | UK state school – academic or religious selective  | UK independent or fee paying school  | Attended a school outside the UK  |
| Prefer not to say  |  |
| **What is your ethnic group (you can tick more than one)** |
| **Asian and Asian British** |
| Bangladeshi | British | Chinese | Indian | Pakistani | Other Asian background |
| If Other please specify:  |
| **Black / African / Caribbean / Black British:** |
| African | British | Caribbean | Other Black background |
| If Other please specify: |
| **Mixed / Multiple ethnic groups:** |
| White and Black African | White and Black British | White and Black Caribbean | White Asian  | Other mixed background |
| If Other please specify: |
| **Other:** |
| Arab | Prefer not to say | Other (please specify) |
| **White:** |
| British | English | Gypsy / Irish Traveller | Irish | Scottish | Welsh | Other white background |
| If Other please specify:  |
| **What is your Religion / belief?** |
| Buddhist | Christian | Hindu | Jewish | Muslim | Sikh | No religion | Prefer not to say |
| Other Religion / belief – please specify.  |

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to the organisation processing the data supplied on this form for the purpose of equal opportunities monitoring.

Signed: ………………………………………………..

Date: …………………………………………………..

**IPEM Privacy Policy**

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1. **Overview**

The Institute of Physics and Engineering (IPEM) and its subsidiary IPEM Enterprises Ltd is committed to protecting your privacy. This privacy notice explains how IPEM will use any personal information we collect from you and what rights you have.

**Data Controller**

The Data Controller is the Institute of Physics and Engineering in Medicine. Our Registration Number in the Data Protection Public Register is Z6395648.You can contact the data controller by emailing dpo@ipem.ac.uk; writing to us at our registered address; or by telephoning us on 01904 610821. The data protection lead is Claire Sharpe and she can be contacted by emailing Kathryn@ipem.ac.uk

**What Information we collect about you**

**Current and Former Employees of IPEM**

**How we collect your data**

We collect data about you in a variety of ways, starting at the point of recruitment where we will collect the data from you directly. This includes the information you would normally put in a CV or application form, and any cover letter. It also includes notes made by our selection panel during a selection interview..

We will collect data about you from third parties, such as employment agencies, if you come to us via an agency, and former employers when gathering references.

**Purposes of the processing**

Personal information which you supply will be used

* To make decisions about who to offer employment to.

**Legal basis for processing**

The legal basis for processing this information is legitimate Interest

**Legitimate Interest**

Job Applicants expect this this processing to take place so that they can be considered for a job at IPEM.

**Data retention period**

We will keep your application and supporting documents for 6 months, unless you are appointed by us, in which we keep this information for the length of your employment with us plus 6 years.

**Categories of personal data**

* your personal details including your name, address, date of birth, email address, phone numbers
* information included on your CV or application form, including references, education history and employment history
* Shortlisting paperwork and Interview paperwork

**Who we share your data with**

We share some of your data with other organisations and individuals who process data on IPEM’s behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

***IPEM Staff***

Your data will be shared with colleagues within the organisation where it is necessary for them to undertake their duties.

***With our IT Software & IT Support Service Providers***

We share limited personal data with our IT and IT support Service Providers to ensure that you get the best possible service.

**How we will keep your data safe**

We take appropriate security measures, including to ensure that we keep your information secure, accurate and up to date, and that we only keep it for as long as is reasonable and necessary.

**Your Rights**

You have rights under data protection law that you can exercise against IPEM but these do not apply in all circumstances. You can exercise those rights free of change except in very limited circumstances, which will be explained to you if relevant.

For more information about all these rights, and how to exercise them against IPEM, please contact the Head of Operations and Finance who will be able to tell you more.

Here is a short description of your rights:

**Right to Lodge a complaint with a Supervisory Authority**

You have the right to lodge a complaint with a supervisory authority, the Information Commissioner (ico.org.uk) who can be contacted on 0303 123 113.

**Right of Access (Article 15)**

You have the right of access to your personal data, to obtain confirmation that it is being processed, and to obtain certain prescribed information about how it is processed.

**Right to rectification (Article 16)**

You have the right to obtain from us, without undue delay, the rectification of inaccurate personal data concerning you. Taking into account the purposes of processing, you shall have the right to have incomplete data completed. This can usually be done easily on the MY IPEM section of the IPEM website (ipem.ac.uk) or by emailing membership@ipem.ac.uk.

**Right to erasure “the right to be forgotten” (Article 17)**

In certain circumstances, you have the right to have your personal data erased. It is unlikely to be possible to do this if, for example, IPEM has a legal duty to retain or process your information.

**Right of restriction of processing (Article 18)**

In certain circumstances, you have the right to obtain from IPEM a restriction of processing

**Notification obligation regarding rectification or erasure or restriction of processing (Article 19)**

We will communicate any rectification or erasure of personal data concerning you to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort.

**Right to data portability (Article 20)**

In certain circumstances you will have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used machine readable format and you will have the right to transmit this data to another organisation.

**Right to object (Article 21)**

You have the right to object, on grounds relating to your situation, at any time to processing of your personal data, which is based on the legitimate interest basis for processing. We will no longer process the personal data unless we can demonstrate a compelling legitimate ground for the processing which overrides your interests, rights and freedoms.

**Right not to be subject of automated decision-making (Article 22)**

You have the right not to be a subject to a decision based solely on automated processing including profiling, subject to certain exclusions. IPEM does not make any automated decisions.

**Changes to this privacy notice**

This notice was last updated on the 25th May 2018. IPEM may amend this privacy notice from time to time to keep it up-to-date or to comply with legal requirements. If you have access to the internet, you should regularly check this privacy notice. If necessary, you may be notified of changes. Your contact details (as previously described) would be used for this purpose, based on the legal basis of compliance with legal obligations or legitimate interests (or both as relevant).