

**GUIDELINES FOR APPLICATION FOR EMPLOYMENT**



The following notes are designed to assist you in completing the application form, to provide information about the reason for asking certain questions, and to tell you what will be required from you if your application is successful.

**Section 1 JOB DETAILS**

**Post applied for** State the job you are applying for.

**Location** Insert the name of the place where the job is based

# Section 2 PERSONAL DETAILS

Please ensure you provide all **personal contact details as well as the Right to Work and VISA** requirements which you will need to present on request**.**

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| **Disability** | We ask this question to enable us to consider any adjustments that we can make either to the recruitment process itself or in employment in order to assist you. |
| **Driving Licence** | Please refer to the job specification to determine the requirement for a driving licence for the position for which you are applying. |

## Section 3 RELIGIOUS BELIEFS

The YMCA is a Christian organisation. Each part of the YMCA exists to fulfil the Christian aims and purposes of the YMCA Movement in its own way. However the YMCA also welcomes those of other faiths and those of none.

In order to promote the Christian ethos of the YMCA, it is important that **certain** posts are filled by committed Christians. If the advertisement / job details, for the position for which you are applying, states that you are required to have a personal commitment to the Christian faith, then the information which you supply in this section will be taken into account in the selection process.

If this is not the case, whilst you will be required to respect the Christian ethos of the YMCA and uphold its values in your work, you are **not required** to complete this section on Religious Beliefs. The values to be upheld include: being inclusive and welcoming to people of all religious faiths and none; promoting respect and freedom for all; working for tolerance and understanding; having an active care and concern for the community; and affirming the equal value of each person when caring for and working with others.

## Section 4 EDUCATION, TRAINING and DEVELOPMENT

Please detail information which is relevant to your application. It is not necessary to list any unrelated training/schools/colleges attended.

**Section 5 AND 6 CURRENT AND PREVIOUS EMPLOYMENT**

Please ensure you provide all data requested.

**Section 7 REFERENCES**

Please ensure you provide all information requested including email addresses (work).

**Section 8 SUPPORTING INFORMATION**

Please ensure you provide all information regarding how you meet the person specification.

**Section 9**

Ensure you sign/name and date the application form.

# NOTES ON THE EQUAL OPPORTUNITY POLICY - MONITORING FORM

The YMCA is an Equal Opportunity Employer. To help us monitor our policy, we would be grateful if you would complete the details on this monitoring form.

The information you give on this form does **not** form part of the selection procedure. The form is separated from the application form and is only used to help us monitor effectively. Providing this information is optional.

# DATA PROTECTION

Personal data obtained from applicants during recruitment process will be held securely by the YMCA identified in the job advertisement. Information provided will be used solely for the purposes of selection for the post advertised, unless express permission for additional use is sought from the applicant [e.g. if the applicants might be considered for other vacancies]. Other than for the successful applicant, no personal data provided in the course of the application other than that stored and processed as part of the YMCA’s monitoring of equal opportunities will be retained beyond four months from the date from which applicants are informed of the outcome of their application.

# DECLARATION OF CRIMINAL BACKGROUND INFORMATION FORM

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be ‘spent’. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 [Exceptions Order] gives some **exemptions** from the Act, whereby details of ‘spent’ convictions have to be declared. One of these exemptions is working with children, young people\* and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and ‘unspent’.

If you are invited to the interview, you will be required to complete and bring with you a ‘Declaration of Criminal Background Information’ form. This form will be sent to you with the interview invitation and will require you to give details of any unspent convictions.

***If the post for which you are applying involves working with children, young people\* and/or vulnerable adults, you will ALSO be required to give all details of any criminal record including ‘spent’ and ‘unspent’ convictions. Your application pack includes ‘Additional Guidelines for Applicants for Positions which involve Working with Children, Young People\* and/or Vulnerable Adults’.***

The information provided will only be seen by the interview panel if we are considering offering you employment. Declaration of a conviction will not necessarily mean disqualification from appointment. Criminal records will be taken into account only when they are relevant to the post for which you are applying.

**TO APPLY PLEASE RETURN THE APPLICATION FORM AND THE EQUAL OPPORTUNITIES MONITORING FORM (optional) TO HR at HR@ymcabournemouth.org.uk**

* by the closing date shown in the advertisement or main body of the email

* to the address as stated in the accompanying email (we prefer all the applications to be emailed to us wherever possible).

Following shortlisting you will be notified of the outcome of your application if successful. Please note that we are unable to reply to all the applicants and will only contact the successful applicants.

# IF YOU ARE INVITED FOR AN INTERVIEW

You must bring with you a completed ‘Declaration of Criminal Background Information’ form and a document stating Right to Work.

***If the post for which you are applying involves working with children, young people\* and/or vulnerable adults, your application pack includes ‘Additional Guidelines for Applicants for Positions which involve Working with Children, Young People\* and/or Vulnerable Adults’. Please follow the instructions in these guidelines.***

# IF YOU ARE MADE AN OFFER OF EMPLOYMENT WITH THE YMCA

you will be required to

* consent to references being taken up
* complete a medical questionnaire and if necessary undergo a medical examination
* demonstrate, by producing approved documentation, that you are entitled to work in the UK. This is because, as an employer, we will be committing a criminal offence if we employ a person who is not entitled to work in the UK. The approved documentation for Right to Work proof is as per AN EMPLOYER’S GUIDE TO RIGHT TO WORK CHECKS which can be found on gov.uk.
* ***if the post for which you are applying involves working with children, young people\* and/or vulnerable adults, you will be required to apply for a higher level Disclosure. Please refer to the ‘Additional Guidelines for Applicants for Positions which involve Working with Children, Young People\* and/or Vulnerable Adults included in this application pack.***

\*young people are those under the age of 18

11/03