

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.

NOTES ON COMPLETING THE APPLICATION FORM

Section 1 JOB DETAILS

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

Section 2 PERSONAL DETAILS

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 Delete as appropriate. 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 schools/colleges attended.

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.

ADDITIONAL INFORMATION - DECLARATION OF CRIMINAL BACKGROUND INFORMATION

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 interview you will be required to complete on arrival a 'Declaration of Criminal Background Information' form 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' conviction, cautions, reprimands and final warnings.*

The information provided will only be seen by the interview panel if we are considering offering you employment. If you wish to discuss the information that you have given, please mention this to an interviewer. Having made its selection, the panel may wish to discuss any information given with you. Having a conviction will not necessarily mean disqualification for the post. Criminal records will be taken into account only when they are relevant to the post for which you are applying. Our policy on the recruitment of ex offenders is attached.

If you are made a conditional offer you will be required to apply for a higher level Disclosure statement from the Disclosure service. We will facilitate this with you.

The Disclosure service offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. Disclosure statements are provided by the Criminal Records Bureau, an executive agency of the Home Office. Higher level disclosure statements provide details of a person's criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for this type of work. Organisations using the Disclosure system must comply with a Code of Practice, a copy of which is available on request.

If you require further information about Disclosure you can visit the website www.disclosure.gov.uk or telephone the Criminal Records Bureau information line on 0870 90 90 811.

IF YOU ARE INTERESTED IN APPLYING

PLEASE RETURN THE APPLICATION FORM AND MONITORING FORM

- by the closing date shown in the advertisement or in the accompanying letter
- to the address as stated in the accompanying letter.

IF YOU ARE SHORTLISTED YOU WILL BE INVITED FOR INTERVIEW

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. We will advise you on which documents are approved documentation.
- Obtain a Disclosure form for the Criminal Records Bureau.

*young people are those under 18 years of age