



## **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.

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### **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 fulfill 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 fulfil the Christian Aims and Purposes of the organisation, it is essential 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 commitment to the Christian Aims and Purposes, 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 support the Christian Aims and Purposes of the YMCA in your work, any information which you provide in this section will not affect your application.

#### **Section 4 EDUCATION, TRAINING and DEVELOPMENT**

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

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### **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 and is only used to help us monitor effectively.

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#### **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 GUIDELINES FOR APPLICANTS FOR POSITIONS WHICH INVOLVE WORKING WITH CHILDREN, YOUNG PEOPLE\* AND/OR VULNERABLE ADULTS**

The post for which you are applying will bring you into direct contact with children, young people\* and /or vulnerable adults.

During our recruitment procedure we take steps to assess an applicant's suitability for such a position of trust. It is important that you understand the nature of the checks that we will make and when we will make them.

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 all convictions, spent or 'unspent'.

### **If we ask you to come for an interview please bring the following with you**

- **A completed Declaration of Criminal Background Form**

This form will be enclosed with the letter inviting you for an interview. It asks for details of spent and unspent convictions, cautions, reprimands and final warnings. You should complete the form and place it in an envelope marked 'Private and Confidential', addressed to the Interview Panel. Your name should be clearly stated on the front.

- **Proof of Identity**

We require one form of photographic identification [e.g a passport or new form of driving licence] and two addressed items such as a recent utility bill, recent bank statement, current Council Tax bill. If this is a problem please contact us.

The information relating to criminal convictions 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 bar you from consideration for the post. Criminal records will be taken into account only when they are relevant to the position for which you are applying. Our policy on the recruitment of ex offenders is given overleaf.

### **If you are made a conditional offer you must apply for a higher level Disclosure statement from the Disclosure service. We will tell you how to go about this.**

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 the 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 which is available on request.

If you require further information about Disclosure you can visit the website [www.disclosure.gov.uk](http://www.disclosure.gov.uk) or telephone the Criminal Records Bureau information line on 0870 90 90 811.