

Guidelines are enclosed to help you with your application. Please read them and then complete this form in black ink or type. Please contact us if, for any reason, you do not have the guidelines.

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. You MUST complete all sections. Please specifically address the criteria detailed in the Person Specification.

1. JOB DETAILS	
Post applied for	Location
2. PERSONAL DETAILS	
Title	List below any other names by which you have been known
Family Name	
First Names (underline the name by which you want to be known)	
Address	Home Telephone
	Mobile Telephone
	Work Telephone
Post Code	
Email Address	May we contact you at work? YES / NO
Date of Birth: This information will not be used during our shortlisting process	National Insurance No:
Do you need a Work Permit before you can be employed in this country? YES / NO If YES please give details	
Do you have any disability, which may affect your application or employment? YES / NO. If YES please give details	
We ask this question to enable us to consider any adjustments that we can make, either to the recruitment process itself or in employment, to assist you.	
If appointed how soon could you take up the post?	Do you hold a current UK driving licence? Yes / No / Not required for this post
Have you had any previous contact, or do you have any current contact, with the YMCA? Yes / No If yes, please give details	
Please state the number of day's absence taken, due to illness, from work during the past year. If the absence lasted for more than ten days please give details.	

3. RELIGIOUS BELIEFS / AFFILIATION

You are **not** required to complete this section **unless** the person specification / advertisement indicates that there is a Genuine Occupational Requirement for the post holder to have a personal commitment to the Christian faith.

What are your religious beliefs?

If you attend a place of worship please give details

If you are involved in Christian related activities please give details

4. EDUCATION, TRAINING AND DEVELOPMENT

Name and address of secondary school attended

Name and address of university or college attended

Please list your academic and other relevant qualifications, and dates passed, starting with the most recent.

Date (month and year)	Qualifications
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If the post requires specific qualifications you will be required to provide documentary evidence

Please describe other relevant learning opportunities e.g. training courses

Date (month and year)	Learning Opportunity
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(continue on an additional sheet if necessary)

5. PRESENT OR LAST EMPLOYER

Employer's name and address

Please state reason for leaving if applicable

Post held

Date commenced (and left, if applicable)

Please give a brief description of your duties and responsibilities

6. PREVIOUS EMPLOYMENT AND EXPERIENCE

Please give details of previous paid employment. For each job give date of employment, employer and duties undertaken, starting with the most recent first.

Dates (month and year, from - to)	Employer	Duties Undertaken	Reason for Leaving
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(continue on an additional sheet if necessary)

Please give details of any relevant skills / experience gained out side employment (e.g. through voluntary service).

7. REFERENCES

Please give the name and address of two referees, one of whom should be your current or most recent employer, who can comment on your suitability for this post. If you were known by a different name, please also state this.

Referee 1 (Current or most recent employer)

Name

Position

Address

Post Code

Telephone

Email

In what capacity does this person know you?

Referee 2

Name

Position

Address

Post Code

Telephone

Email

In what capacity does this person know you?

8. SUPPORTING INFORMATION

Please detail how you meet the person specification for this post, illustrating with examples from work, Voluntary or life experiences, and stating why you are applying for the post.

(continue on an additional sheet if necessary)

9. DECLARATION

I declare that the information I have given on this form is correct and complete. False or misleading statements may be sufficient grounds for cancelling any agreements made, or for disciplinary action to be commenced.

Signed _____ Date _____

The YMCA welcomes all people, irrespective of gender, ethnicity, ability and faith. And we value diversity among our staff, volunteer and trustees. But we recognise that our staff, volunteers and trustees are not as diverse as the communities in which we are located and in which we work. In order to make progress in our diversity, we need to measure our diversity now, and again in the future, to measure our progress towards greater diversity.

To help us measure our diversity, you are invited to complete the following questionnaire.

Thank you for taking time to complete this questionnaire

Post applied for

Please tick the appropriate box

Gender male female

Age Range

up to 25 26-35 36-45 46-55 56 and over

Marital Status

Number of Dependants.....

Would you describe yourself as having a disability? Yes / No

Where did you see this vacancy advertised?

WHAT IS YOUR OFFICIAL NATIONALITY?

What is your ethnic group? Please choose ONE section from A to E, then tick the appropriate box to indicate your background

- A White**
- English
- Scottish
- Welsh
- Irish

Any other White background, please write in

- B Mixed**
- White and Black Caribbean
- White and Black African
- White and Asian

Any other Mixed background, please write in

C Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh

- Indian
- Pakistani
- Bangladeshi

Any other Asian background, please write in

D Black, Black British, Black English, Black Scottish, or Black Welsh

- Caribbean
- African

Any other Black background, please write in

E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or Other ethnic group

- Chinese

Any other background, please write in

I understand that this information may be stored and processed as part of the YMCA's monitoring of diversity and give my consent for my details to be used for this purpose;

- the information will be used for equal opportunities & diversity monitoring purposes only
- information provided will be treated as confidential and will be held securely by a named person.
- aggregated monitoring information will be used in a non-attributed way at a local YMCA level and for monitoring at a YMCA Regional and National level.

Signature..... PDF Created with deskPDF PDF Writer, Trial :: <http://www.docudesk.com> Date

A WELCOME TO APPLICANTS!

Thank you for your interest in working for the YMCA. If you are an internal applicant you will already be familiar with the distinctive nature of the YMCA and its work. External applicants may not be aware that YMCAs are Christian charities belonging to a national and international Movement. The YMCA offers opportunities to young people and their communities to develop in mind, body and spirit and so help to fulfil their potential. It aims to reflect this holistic approach in the way it recognises the value of each individual staff member and enables them to make their unique contribution to the organisation's mission.

In England, the YMCA comprises some 160 different Associations found in most cities and towns, each of which operates as a separately registered charity. These YMCAs are often working with people at times of greatest need. Worldwide, the Movement has over 30 million members in some 125 countries. The evolution of each YMCA is influenced by local factors. But generally YMCAs aim to:

Facilitate personal, social and spiritual development – through life and job skills training and a wide range of other opportunities for personal growth and challenge.

Build relationships and provide programmes that support young people's transition to adulthood.

Develop communities through the provision of supported housing, community activities and sport, exercise and fitness programmes for all ages.

Share ideas and resources across the world as part of an international YMCA network.

The YMCA values diversity and welcomes applications from across all of the community. Diversity is reflected strongly among those who participate in YMCA activities and use its facilities. Our housing residents, for instance, come from many nations and backgrounds; the YMCA provides accommodation and training facilities for both men and women; our health and fitness suites have been successful in offering customised programmes for people with disabilities; and the range of activities involves people of all ages. We are also committed to ensuring that diversity is reflected strongly within our Board of Management, volunteer and employee structures. This includes a commitment to keep our practices under review, leading to action where necessary, in order to attract new people from all sections of the community.

Inclusiveness is fundamental to the ethos of the YMCA as a Christian organisation. It is expressed in a wholehearted commitment to welcome people of other faiths and those of none, linked to a confident identity as a Christian faith-based Movement. In order to maintain this ethos 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, the information you supply in the 'Religious Beliefs' section of your application 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 you provide under the 'Religious Beliefs' section will not affect your application.

Thank you again for your interest in working for the YMCA. We look forward to receiving your 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 details of all convictions, spent and '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 to 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] one addressed item such as a recent utility bill, recent bank statement or current Council Tax bill, and your Birth Certificate. 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 Enhanced Level Disclosure statement from the CRB. We will do this on your behalf.

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.

YMCA POLICY ON THE RECRUITMENT OF EX OFFENDERS

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates.

The YMCA undertakes not to discriminate unfairly against any applicant on the basis of a criminal record or other information revealed. Criminal records and other information will be taken into account for recruitment purposes only when they are relevant.

We select all candidates for interview based on their skills, qualifications and experience

We ask all applicants called for interview to provide details of their criminal record. Depending on the nature of the position applied for, the YMCA may request details of your entire criminal record or only of 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We request that this information is sent under separate, confidential cover to a designated person within the YMCA and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. We would point out that, for the successful candidate, this information will be verified by requesting a Disclosure statement* from the Criminal Records Bureau before the appointment is confirmed.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or subsequent dismissal.

We ensure that all those in the YMCA who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex offenders e.g, the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

For those positions where a Disclosure* is required, application forms and guidenotes will contain a statement that a Disclosure will be requested in the event of the candidate being made a conditional offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of any offences. However, we should make it clear that as the nature of the YMCA's work brings its workers into contact with children, young people** and/or vulnerable adults a criminal record or other information which makes the application unacceptable for a position of trust will render the applicant unsuitable.

As an organisation using the Criminal Records Bureau [CRB] Disclosure service* to assess applicants' suitability for positions of trust, this policy complies with the CRB Code of Practice.

** Applicants for certain positions who are made a conditional offer of employment will be subject to a criminal record check – known as Disclosure - from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.*

*** young people are those under 18 years of age*