

## APPLICATION FORM – IN CONFIDENCE

Please read the guidelines and then complete this form in black ink.

Please note that only the information given in this application form will be considered in determining whether or not you will be called in for interview. Please specifically address the criteria detailed in the Person Specification (attached)

### 1. JOB DETAILS:

Post Applying for:

### 2. PERSONAL DETAILS:

Title:  Family Name:

First Names: (underline the name by which you wish to be known)

Address: (including Post Code)

Home Phone:

Mobile Phone:

Work Phone: (please include if we may contact you there)  YES  NO

Email Address:

Date of Birth:  National Insurance No:

Emergency Contact Name/relationship:  TEL:

Do you need a Work Permit before you can be employed in this country?  
We ask this question to enable us to consider any adjustments that we can make to our recruitment procedures / arrangements to assist you in your application. YES  NO

If appointed, when could you take up the post?

Have you any previous contact, or do you have any current contact, with the YMCA or YWCA?: If YES, please give details

YES

NO

Are you registered with SSSC? YES  NO

If YES, please give Reg. Number & Expiry Date. Reg No:  Exp Date:

Do you hold a clean UK Driving Licence?  
(Only required for certain posts – see Person Specification) YES  NO

### 3. RELIGIOUS BELIEFS/AFFILIATION

Only applies to Executive Positions

The YMCA is a Christian Association but it remains ecumenical in its practices remaining open to those of all faiths and none. All staff are expected to respect the Christian ethos and uphold the value base of the Association whilst in our employment.

### 4. EDUCATION, TRAINING AND DEVELOPMENT.

Please list your relevant academic and professional qualifications including dates passed. (You will be required to Bring the original certificates for viewing and copying if you are selected for interview.

Date (month/year)	Qualification

Please describe other relevant learning opportunities, for example training courses.

Date (month/year)	Learning Opportunity

### 5. CRIMINAL CONVICTIONS

Please give details of any unspent convictions that may be relevant for protection of Vulnerable Groups (PVG) Disclosures.

**6. PRESENT OR LAST EMPLOYER**

Employer's Name and address:

Post Held:

Date Commenced:  Date Left (if applicable):

Please give a brief description of your duties and responsibilities.

**7. PREVIOUS EXPERIENCE**

Please give details of previous paid and voluntary employment.  
(For each job, detail dates of employment, employer and duties undertaken, starting with the most recent .

Date (month-year/from-to)	Employer	Duties Undertaken

Please give details of any relevant skills / experience gained outside employment.

## 8. REFERENCES

Please provide the name and address of two referees, one of whom should be your current or most recent employer. If you were known by a different name, please state this.

Scottish Social Services Council, PVG Disclosure Scotland and Medical reference checks will be required prior to any job offer being made

### Referee 1.

Name	<input type="text"/>
Company	<input type="text"/>
Position	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone No	<input type="text"/>
E Mail	<input type="text"/>
In what capacity does this person know you?	<input type="text"/>

### Referee 2.

Name	<input type="text"/>
Company	<input type="text"/>
Position	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone No	<input type="text"/>
E Mail	<input type="text"/>
In what capacity does this person know you?	<input type="text"/>

## 9. SUPPORTING INFORMATION

Please detail how you meet the Person Specification for this post. Illustrate with examples from work, voluntary or life experiences, and state why you are applying for this job.

## 10. DECLARATION

I declare that the information I have given in the above application 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:



## **EQUAL OPPORTUNITIES RECORD**

The YMCA is an Equal Opportunity Employer. We are committed to the active promotion of equal opportunity, both in the provision of services and as an employer of paid and unpaid workers.

To help us monitor our equal opportunity policy in recruitment and selection procedures, you are requested to complete the following questionnaire.

The information you provide does not form part of the selection procedure, it is used only for monitoring purposes. This sheet will be separated from you application form before shortlisting.

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

How would you best describe yourself?

(Please tick the most appropriate box in each section)

Black

Other

White

Mixed

Asian

Caribbean

African

SE Asian

British

Irish

Other

Combination

Where did you see this vacancy advertised?

Thank you



## **DECLARATION OF CRIMINAL CONVICTIONS**

The nature of the work for which you are applying will bring you into direct contact with children and young people, either as service users in their own right or children of service users.

Accordingly this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore you are required to disclose information about all criminal convictions, both current and "spent".

Declaration of a conviction will not necessarily mean disqualification from appointment. However, if it is subsequently found that you failed to declare a conviction, this will be regarded as gross misconduct which could lead to your employment being terminated.

If your application is successful, the YMCA reserves the right to carry out a criminal background check. For these purposes, please could you provide your addresses during the last five years, if different from the address you have given on your application form.

The information you provide will remain confidential.

Applicant Name

Post applied for

Please give details, including date, offence and sentence of all criminal convictions (spent and unspent) below:-  
*(If none, please write none and sign and date)*

Signed

Date

Please ensure that this is returned with your application form.

Thank You