

APPLICATION FORM

(In Confidence)

Committed to empowering children, young people & families within our communities

Please read the guidelines and then complete this form to reception.

(or by using Adobe Reader on a PC/tablet and saving a new completed PDF returning by email to: hr@cumbernauldymca.org.uk)

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:	
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2. PERSONAL DETAILS:

Title:		Family Name:	
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First Names: (underline the name by which you wish to be known)	
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Address: (including Post Code)	
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Home Phone:	
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Mobile Phone:	
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Work Phone: (please include if we may contact you there)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
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Email Address:	
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Date of Birth:		National Insurance No:	
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Emergency Contact Name/relationship:		TEL:	
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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.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If appointed, when could you take up the post?	
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Have you any previous contact, or do you have any current contact, with the YMCA ? : If YES, please give details
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<input type="checkbox"/> YES	
<input type="checkbox"/> NO	

Are you registered with SSSC?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Reg No:	Exp Date:
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Do you have a PVG membership No?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Mem No:	Exp Date:
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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:



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's Name	<input type="text"/>
Post Applied for	<input type="text"/>

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)



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 your application form before shortlisting.

Post applied for	
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Please tick the appropriate boxes below

Gender	Male <input type="radio"/>	Female <input type="radio"/>		
up to 25 <input type="radio"/>	26-35 <input type="radio"/>	36-45 <input type="radio"/>	46-55 <input type="radio"/>	56 and over <input type="radio"/>

Marital Status:	
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Number of dependants	
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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 <input type="radio"/>	White <input type="radio"/>	Mixed <input type="radio"/>	Other <input type="radio"/>
Asian <input type="radio"/>	Caribbean <input type="radio"/>	African <input type="radio"/>	SE Asian <input type="radio"/>
British <input type="radio"/>	Irish <input type="radio"/>	Other <input type="radio"/>	Combination <input type="radio"/>

Where did you see this vacancy advertised?	
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Thank you



DATA HANDLING AND MARKETING POLICY

In accordance with European General Data Protection Regulation (GDPR)

- a) You can view your stored information by giving written request to do so, we will provide details to you within 30 days.
- b) We will always keep your data safe and secure.
- c) We do not sell your data.
- d) We will only share your data with a third party when legally required to do so or when required to enable us to provide an agreed service.
- e) We will only use your data to let you know about our events and activities that we think will be of interest to you, if you give consent to do that.
- f) We will keep your personal details no longer than legally required to do so.
- g) If you no longer wish to receive our marketing communications or materials you can contact us on data@cumbernauld.org.uk to remove your details from all our marketing lists.

How we use your information.

Applicants / Employees / Volunteers

Use of your details/sensitive information	Why?
We will ask for your contact details and personal background/work and medical history which may include some sensitive information when inviting you to apply for employment within our Association (If successful, these details will be maintained as part of your employment record)	We will use this information to keep you up to date with the progress of your application and allow us to assess your ability for the position. When in employment we will use this information for background check purposes as legally required. (Disclosure Scotland/SSSC). We will also use your contact details with regards to you being able to carry out your agreed duties.

Employees

Use of your details	Why?
Sending you information about programmes or services you are part of.	To update you with details of various services or programmes available, allowing you to pass this onto users.
Sending you mailings and information about our work that we think you will be interested in	We want to let you know about other events that we think are relevant to you and your interests.
Use of your banking details/sensitive information	
Banking details	We ask for these to enable payment or refund of wages/expenses as described in your agreed employment contract. These are kept secure with digital data encrypted.

Volunteers

Use of your details/sensitive information	Why?
We will ask for your contact details and personal background/work and medical history when inviting you to apply for volunteering within our Association	We will use this information to keep you up to date with the progress of your application and allow us to assess your ability for suitable volunteering opportunities. When volunteering we will use this information for background check purposes as legally required. (Disclosure Scotland/SSSC). We will also use your contact details with regards to you being able to carry out your agreed duties.
Sending you information about programmes or services you are part of.	To update you with details of various services or programmes available, allowing you to pass this onto users.
Sending you mailings and information about our work that we think you will be interested in	We want to let you know about other events that we think are relevant to you and your interests.
How we use your Banking Details	
Banking details	We ask for these to enable payment or refund of expenses or other payments described in your agreed volunteer contract. These are kept secure, with digital data encrypted.