



APPLICATION FORM

(In Confidence)

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

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

The following pages are removed during selection process (page 1/page 9)

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:

Email Address:

Date of Birth: National Insurance No:

Emergency Contact Name/relationship: TEL:

Interview arrangements and Availability:
If you have a disability, please tell us if there are any reasonable adjustments, we can make to help you in your application or with our recruitment process.

Do you need a Work Permit before you can be employed in the UK?
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

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

How did you hear about this position?

Are there hours or days you are not available for work? If YES, please list:

If appointed, when could you take up the post?

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

YES

NO

Are you registered with SSSC?

YES

Reg No:

If YES, please give Reg. Number & Expiry Date.

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.

Do you agree to have references contacted in relation to this application? (tick one) **YES** **NO**

Referee 1.

Name	
Company	
Position	
Address	
Postcode	
Telephone No	
E Mail	
In what capacity does this person know you?	

Referee 2.

Name	
Company	
Position	
Address	
Postcode	
Telephone No	
E Mail	
In what capacity does this person know you?	

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:

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@cumbernauldymca.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.



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	
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



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 boxes below

Gender	Male	Female		
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	White	Mixed	Other
Asian	Caribbean	African	SE Asian
British	Irish	Other	Combination

Thank you