

## EMPLOYMENT APPLICATION GUIDELINES

The following notes are designed to assist you in completing the application form and enclosures, as well as provide information about the reason for asking certain questions.

### **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 to our recruitment procedures/arrangements to assist you in your application.

#### **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 an international Christian Association. Each individual YMCA exists to fulfil the Christian aims and purposes of the YMCA movement in its own way within its own community. Please note the YMCA 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 ethos and value base of the YMCA in your work, you are **not required** to complete this section and this will not prejudice your application.

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

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

### **Section 5 CRIMINAL CONVICTIONS**

The Rehabilitation of Offenders Act 1974 provides that a person who has had a conviction for an offence, may, with certain exceptions, be rehabilitated and allowed to treat the conviction as if it had never occurred.

A conviction will become “spent” if the person is not convicted again during a specified period.

All applicants are required to give details of any “unspent” convictions on the application form.

Employment involved with providing young people with accommodation, care, leisure and recreational activities, schooling, social services, supervision or training (and those working on premises where such provision is made) is exempt from the provisions of the Act (Rehabilitation of Offenders Act (Exceptions) Order 1986).

If the post for which you have applied comes within the scope of this exception, a Declaration of Criminal Convictions form will be enclosed with the application form. You are required to complete this and return it with the application form. Declaration of a conviction will not necessarily mean disqualification from appointment.

A Protection of Vulnerable Groups (PVG) Disclosure is required for all posts.

### **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 sheet.

The information given on this sheet does not form part of the selection procedure. The sheet is separated from the application form and is only used to help us monitor effectively.

Please return the application form and attached sheets by the closing date shown in the advertisement or in the accompanying letter/email; to the address as stated.

Following shortlisting you will be notified of the outcome of your application. If you are shortlisted you will be invited for interview.

If you are offered employment with the YMCA, you will be required to

- Consent to references being taken up
- Complete a medical questionnaire and if necessary undergo a medical examination
- Demonstrate, by producing approved documentation, that you are entitled to work in the UK. This is because, as an employer, we will be committing a criminal offence if we employ person who is not entitled to work in the UK. We will advise you on which documents are approved documentation.