



Guidance for Application Process

YMCA St Paul's Group

GUIDELINES FOR COMPLETING THE APPLICATION FORM FOR EMPLOYMENT

The following notes are designed to assist you in completing the application form, to provide information about the reason for asking certain questions, and to tell you what will be required from you if your application is successful.

NOTES BEFORE YOU COMPLETE THE FORM

1. Please ensure that the closing date for applications for this role has not passed.
2. Our preference is to receive electronically completed applications. We will accept an electronic signature as your declaration that you are submitting your application for the role.
3. Read the form through before you start to complete it.
4. You will need to save the application form on your PC. Refer to the correct email address and attach the application form. You will receive an acknowledgement that your application form has been received.
5. Our recruitment policy states that we will only provide feedback on unsuccessful candidates who have undertaken an interview. We may not be able to provide feedback at shortlisting stage for all candidates.

Section 1 JOB DETAILS

Post applied for

Insert the Job Title and Reference number for the role you are applying for.

Identifying where you saw the vacancy will help us target future recruitment campaigns.

Section 2 PERSONAL DETAILS

Disability

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.

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 IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

If you are not a UK national or from the European Community (EC) or European Economic Area (EEA), you will require permission to work in the UK. If you are not sure what permissions are required, please contact the [UK Visas and Immigration department](#) to seek advice before applying.

If you do not have the right immigration status, then you will not be considered for employment with the YMCA, as none of our roles qualify for Tier 2 sponsorship.

It is vital that you provide full and accurate details of your current immigration status on the application form, including your immigration category, permit held, including validity and expiry date. Failure to provide full and accurate information may result in your application being rejected.

You will be asked to provide original documentation to prove your right to work in the UK before a formal offer of employment is made.

Section 4 PREVIOUS CONTACT WITH YMCA

If you have worked for this, or any other YMCA in either a paid or voluntary capacity please provide details of your involvement.

Section 5 & 6 CURRENT AND PREVIOUS EMPLOYMENT

Please provide details of your career history since leaving full time education. Please comment upon any gaps in your employment history when appropriate. Failure to provide details on any gaps may render your application as void, and you may be invited to discuss any reasons at the interview stage.

Section 7 EDUCATION, TRAINING and DEVELOPMENT

Please detail information which is relevant to your application.

Section 8 LEISURE INTERESTS

This is your opportunity to describe any interests or experiences that could be relevant to the post for which you are applying.

Section 9 REFERENCES

YMCA St Paul's Group prefer that references be taken up before interview, so you need to be sure that your referees are willing and able to provide a reference. If you would prefer us not to contact your current employer until a conditional job offer has been made to you, please state this on the form. Any job offer will be made conditional until this reference has been received. One referee must be your current or most recent employer.

The 'Status' of each referee would be, for example, 'current employer' or 'university tutor'. Each referee must be able to comment on your professional abilities.

Note that references from friends or relatives are not acceptable.

We may approach previous employers who have not been identified by you as a referee and may seek further information from referees who have supplied a reference. Previous employers will be asked whether there are any concerns about your suitability to work with children or young people.

Section 10 SUPPORTING INFORMATION

This is your opportunity to demonstrate your ability to deliver the requirements of this role. Use the personal specification to articulate your knowledge, experience and skills providing examples when appropriate.

Section 11 CRIMINAL BACKGROUND INFORMATION

This section you are required to disclose if you have been convicted of a criminal offence as part of the Rehabilitation of Offenders Act 1974

Section 12. DATA PROTECTION

Organisations that record and process personal data must be transparent about how the information is used and must comply with the legal requirements under the Data Protection Act 1998. The YMCA St Paul's Group requires your consent to process the information you supplied on your application. You have been asked to confirm your consent by signing the application form.

Section 13 DECLARATION

Please ensure that you read the declaration and sign the form electronically to confirm your understanding.

Please note that if you have had help in completing the form, you will still need to sign the declaration to confirm that the information is valid.

ADDITIONAL GUIDANCE NOTES

EQUALITY 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 monitoring form.

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

DECLARATION OF CRIMINAL BACKGROUND INFORMATION

Policy on the recruitment of ex-offenders

YMCA St Paul's Group is committed to equality of opportunity for all job applicants and aims to select people for employment on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training.

The Association will therefore consider ex-offenders for employment on their individual merits. The Association's approach towards employing ex-offenders differs, however, depending on whether the job is or is not exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Jobs covered by the Rehabilitation of Offenders Act 1974

The organisation will not automatically refuse to employ a particular individual just because he/she has a previous criminal conviction.

During job interviews, the organisation will ask job applicants to disclose any unspent convictions, but will not ask job applicants questions about spent convictions, nor expect them to disclose any spent convictions.

If an applicant has a conviction that is not spent and if the nature of the offence is relevant to the job for which he/she has applied, the organisation will review the individual circumstances of the case and may, at its discretion, decline to select the individual for employment.

Jobs that are exempt from the Rehabilitation of Offenders Act 1974

If the job into which the organisation is seeking to recruit is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, the organisation will require the applicant to disclose all convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed, depending on the job concerned). Even in these circumstances, however, the organisation will not refuse to employ a particular individual unless the nature of the conviction has some relevance to the job for which the individual has applied.

Furthermore, if the job is exempt, the organisation will, once it has selected the person to whom it wishes to offer employment, seek documentary evidence about that person's criminal convictions. The organisation will seek the applicant's agreement to make a joint application to the Disclosure and Barring Service (DBS) for a standard, enhanced or enhanced with DBS barred lists check (as appropriate). The organisation will reimburse the individual the fee for obtaining the appropriate criminal records certificate. Where the individual is member of the DBS update service, the organisation will, with his or her permission, carry out a status check on any current certificate.

The organisation is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in disclosures, is used fairly and stored and handled appropriately and in accordance with the provisions of the Data Protection Act 1998 and the DBS [Code of practice for registered persons and other recipients of disclosure information](#). Data held on file about an individual's criminal convictions will be held only as long as it is required for employment purposes and will not be disclosed to any unauthorised person.

If you have a criminal record and are unsure about what might be revealed about you as part of a DBS check, or the type of information you should consider declaring when completing the form, the following link will help provide more clarity:

Practical guidance on the DBS filtering rules (NACRO) at:

www.nacro.org.uk/resettlement-advice-service/support-for-individuals/

Further guidance is available on the Disclosure and Barring Service website at:

www.gov.uk/government/organisations/disclosure-and-barring-service

If you are applying for a post where the type of work involves a Regulated Activity with a Vulnerable Adult or regular and unsupervised work with children under the age of 18, your offer of employment will be subject to a satisfactory Enhanced disclosure from the Disclosure and Barring Service. Failure to reveal information relating to convictions that you are required to identify could lead to withdrawal of an offer of employment. Where the position falls under regulated activity and meets the criteria for an enhanced criminal record check, the disclosure will include information held against the barred lists for working with children and/or working with adults and any restrictions to that barring.

Please note this particular information within the application form will only be viewed by those who need to see it as part of the recruitment process. Any information disclosed will be treated confidentially.

Declaration of a conviction will not necessarily mean disqualification from appointment. Criminal records will be considered only when they are relevant to the post for which you are applying.

ADDITIONAL GUIDELINES FOR APPLICATIONS FOR POSITIONS WHICH INVOLVE WORKING DIRECTLY WITH CHILDREN, YOUNG PEOPLE * AND/OR VULNERABLE ADULTS

The post for which you are applying may 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.

If you are made a conditional offer you must apply for a high level Disclosure statement (DBS) from the Disclosure service. We will tell you how to go about this.

The Disclosure service offers organisations a means to check the background of job applications to ensure that they do not have a history that would make them unsuitable for the post. Disclosure statements are provided by the Disclosure and Barring Service, 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 ARE MADE AN OFFER OF EMPLOYMENT WITH THE YMCA

If you are made an offer of employment with YMCA St Paul's Group will be required to:

- Consent to references being taken up;
- Complete a pre-employment medical questionnaire and if necessary, undergo a medical examination
- Demonstrate 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 a person who is not entitled to work in the UK. We will advise you on which documents are approved documentation.
- If the post for which you are applying involves working with Children, Young People* and/or Vulnerable Adults, we will apply for a higher level Disclosure on your behalf. Please refer to the 'Additional Guidelines for Applicants for Positions which involve Working with Children, Young People (i.e. under 18 years of age) and/ or Vulnerable Adults included in this application pack.

CENTRAL POST POLICY – RELIGIOUS COMMITMENT. (NOT REQUIRED FOR THIS ROLE)

The YMCA is a Christian organisation. Each part of the YMCA exists to fulfil the Christian aims and purposes of the YMCA Movement in its own way. However, the YMCA also welcomes those of other faiths and those of none.

To promote the Christian ethos of the YMCA, it is important that **certain** posts are filled by committed Christians. If the position for which you are applying, states that you are required to have a personal commitment to the Christian faith, then the information which you supply will be considered in the selection process.

If this is not the case, whilst you will be required to respect the Christian ethos of the YMCA and uphold its values in your work, you are **not required** to reflect your Religious commitments in your application. However, you will be required to uphold the values to be upheld include: being inclusive and welcoming to people of all religious faiths and none; promoting respect and freedom for all; working for tolerance and understanding; having an active care and concern for the community; and affirming the equal value of each person when caring for and working with others.

COMPLAINTS PROCEDURE

If you feel you have been unfairly treated, you have the right to complain. If you wish to complain, you should write to:

Director of People
YMCA St Paul's Group
St James House
9 – 15 St James Road



Please state why you think you have been treated unfairly. Any complaint should be made no later than 14 days after you are informed of the result of your application.