



## **GUIDELINES FOR APPLICATION FOR EMPLOYMENT**

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

### **Section 1 - JOB DETAILS**

#### **Location**

Insert the title of the role applied for

### **Section 2 – PERSONAL DETAILS**

#### **First Name**

Only insert your first name initial

#### **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 – EDUCATION, TRAINING AND DEVELOPMENT**

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

### **Section 6 – REFERENCES**

One of your references must be your current or most recent employer.

### **Section 7 – SUPPORTING INFORMATION**

Using the Person Specification as guidance please give examples (bullet points) of how you meet the person specification. You may attach up to one more sheet of A4 paper. CV's will **not** be considered

## **CRIMINAL CONVICTIONS – DECLARATION FORM**

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 detail of any 'unspent' convictions on the attached Disclosure form.

If an Enhanced Disclosure is required you will also be required to give details of 'spent' convictions.

Details of how to work out whether a conviction is 'spent' or 'unspent' are attached.

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 Criminal Convictions – Declaration Form will be enclosed with the application form. **You are required to complete this and return under separate cover in the envelope provided by the closing date.**

This will not be opened until short listing has been completed. If selected for interview you will be given the opportunity to discuss your disclosure.

## **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.

## **OTHER INFORMATION**

Please return the application form and equal opportunities sheet by the closing date shown in the advertisement or in the accompanying letter to the address as stated in the accompanying letter.

Following short listing you will be notified of the outcome of your application. If you are short listed 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
- **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 a person who is not entitled to work in the UK. We will advise you on which documents are approved documentation.**