



## **GUIDELINES FOR APPLICATION FOR EMPLOYMENT**

Please read through all information carefully ***before*** you complete your application to give you a thorough understanding of the job role.

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.

The application pack includes a Job Description, Person Specification, Equal Opportunities Monitoring Form, Declaration Forms A & B and an Application Form.

CV's are not accepted.

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### **NOTES ON COMPLETING THE APPLICATION FORM**

#### **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 either to the recruitment process itself or in employment, in order 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**    RELIGIOUS BELIEFS

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.

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 aims and purposes of the YMCA in your work, any information which you provide in this section will not affect your application.

#### Section 4 EDUCATION, TRAINING and DEVELOPMENT

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

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#### NOTES ON THE EQUAL OPPORTUNITY POLICY – MONITORING FORM

YMCA St Helens is committed to ensuring that all job applicants and employees are treated equally and not discriminated against on the grounds of race, ethnic or national origin, colour, cultural background, language, nationality, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sexual orientation, disability, age, class, HIV/Aids status, membership or non-membership of a trade union.

This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities, best practice and our progress towards identifying any barriers to diversity among our workforce and those individuals applying for vacancies.

This form will be separated from your application on receipt and during the recruitment process.

All information supplied will be treated in the strictest confidence.

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#### DATA PROTECTION

Personal data obtained from applicants during recruitment process will be held securely by the YMCA identified in the job advertisement. Information provided will be used solely for the purposes of selection for the post advertised, unless express permission for additional use is sought from the applicant [e.g. if the applicants might be considered for other vacancies]. Other than for the successful applicant, no personal data provided in the course of the application other than that stored and processed as part of the YMCA's monitoring of equal opportunities will be retained beyond four months from the date from which applicants are informed of the outcome of their application.

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## JOB DESCRIPTION

The job description is enclosed to enable you to make an informed decision about the role and what it entails. You should read this carefully to ensure that you are both interested and willing to perform the duties involved.

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## PERSON SPECIFICATION

We are committed to a fair and positive selection process. We aim to achieve this by using a person specification for all vacancies. The person specification gives details of the qualities and qualifications that are essential and those that are not essential but would be desirable. You should use this as guidance to compare how your knowledge, experience and skills align to those that we are looking for.

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## ADDITIONAL INFORMATION – DECLARATION OF CRIMINAL BACKGROUND INFORMATION - Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and (Exceptions) (Amendment) Order 1986

The Rehabilitation of Offenders Act 1974 [exceptions order] gives some **exemptions** from the Act, whereby details of “spent” convictions have to be declared. One of these exemptions is working with children, young people\* and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and unspent.

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

As an organisation using the disclosure and barring service (DBS) to assess applicant’s suitability for positions of trust. YMCA St Helens complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate against any subject of a disclosure on the basis of conviction or other information revealed. We are committed to the fair treatment of our staff, potential staff and users of our services regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age physical/ mental disability or offending background.

We actively promote equality of opportunity for all staff with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select candidates for assessment day based on their skills, qualifications and experience.

The information relating to criminal convictions will only be seen by the interview panel if we are considering offering you employment. If you wish to discuss the information that you have given, please mention this to an interviewer. Having made its selection, the panel may wish to discuss any information given with you. Having a conviction will not necessarily bar you from consideration for the post. Criminal records will only be taken into account when they are relevant to the position for which you are applying.

Please note failure to disclose any such information which later comes to light through the DBS check will render the withdrawal of any offer of employment. Having a criminal conviction will not necessarily hinder your application and will depend on the background and circumstances of the offence.

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## IF YOU WISH TO APPLY

Please return your completed application form and monitoring forms

- By the closing date shown in the advertisement or in the accompanying letter
- To [phil.gordon@sthelensymca.org.uk](mailto:phil.gordon@sthelensymca.org.uk) or by post to Phil Gordon; Human Resources Administrator at YMCA St Helens, North Road, St Helens, Merseyside, WA10 2TJ.

**Owing to the large volume of applications we receive we do not provide feedback on applications that aren't shortlisted.**

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## IF YOU ARE SHORTLISTED YOU WILL BE INVITED FOR INTERVIEW.

You will need to bring the following with you:

- **A completed Declaration of Criminal Background Form (Forms A&B)**

This form is enclosed in the Application Pack. It asks for details of spent and unspent convictions, cautions, reprimands and final warnings. You should complete the form and place it in an envelope marked "Private and Confidential", addressed to the Interview Panel. Your name should be clearly stated on the front.

- **Proof of Identity**

We require one form of photographic identification [e.g. a passport or new form of driving licence] and two addressed items such as a recent utility bill, recent bank statement, current Council Tax Bill. If this is a problem please contact us.