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|  | **GUIDELINES FOR APPLICATION**  **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 ON COMPLETING THE APPLICATION FORM

# JOB DETAILS

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| **Location** | Insert the name of the place where the job is based |

# PERSONAL DETAILS

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| **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. |

# 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 promote the Christian ethos of the YMCA, it is important 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 personal commitment to the Christian faith, 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 respect the Christian ethos of the YMCA and uphold its values in your work, you are **not required** to complete this section on Religious Beliefs. 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.

**EDUCATION, TRAINING and DEVELOPMENT**

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

**NOTES ON THE 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 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.

# 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.

**APPLICATION FORM IN CONFIDENCE**

Guidelines are enclosed to help you with your application. Please read them and then complete this form in black ink or type. Please contact us if, for any reason, you do not have the guidelines.

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Please specifically address the criteria detailed in the Person Specification.

“*This Organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*.”

***CVs will not be considered***

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| **Position Applied For:** | **Location:** |
| **Personal Details**  Title:  Family Name:  First Name(s):  (Underline the name you wish to be known by) | List below any other names by which you have been known: |
| Address:  Postcode:  Email: | Home Telephone:  Mobile:  Work Telephone:  May we contact you at work? Yes / No |
| National Insurance No.: |
| Do you need a Work Permit before you can be employed in this country? Yes / No  If yes please give details: | |
| Do you have any disability, which may affect your application or employment? Yes / No  If yes please give details:  *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.* | |
| If you were appointed how soon could you take up the post? | |
| Have you had any previous contact, or do you have any current contact with the YMCA? Yes / No  If yes please give details: | |
| Do you hold a current UK driving licence? Yes / No / Not required for this post | |

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| **Religious Beliefs/Affiliations** *(Please refer to the enclosed Guidelines to see if you are required to complete this section)*  What are your religious beliefs?  If you attend a place of worship please give details:  If you are involved in Christian-related activities please give details: | |
| **Education, Training and Development**  *Please list your academic and other relevant qualifications and dates achieved beginning with the most recent. If the post requires specific qualifications you will be required to provide documentary evidence before employment.* | |
| Date (mm/yy) | Qualification |
|  |  |
| *Please describe other relevant learning opportunities e.g. training courses* | |
| Date (mm/yy) | Learning opportunity |
|  |  |
| **Present or Last Employer**  Employer’s name and address:  Post: Date Commenced:  If left, give reason for leaving:  *Please give a brief description of duties and responsibilities (continue on separate sheet if required)* | |

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| **Previous Employment and Experience**  *Please give details of previous paid employment. For each position give date of employment, employer and duties undertaken, starting with the most recent first.(Continue on separate sheet if required)* | | | | |
| Employer | Duties | | | Reason for Leaving |
|  |  | |  | |
| Please give details of any relevant skills and experience gained outside employment (e.g. through the voluntary service): | | | | |
| **References**  *Please give the name of two referees, one of whom should be your current or most recent employer, who can comment on your suitability for this post. If you were known by a different name please state.* | | | | |
| Referee 1  Name:  Organisation:  Position:  Address:  Postcode:  Contact Tel:  Email:  In what capacity does this person know you? | | Referee 2  Name:  Organisation:  Position:  Address:  Postcode:  Contact Tel:  Email:  In what capacity does this person know you? | | |
| **Supporting Information**  *Please detail how you meet the person specification for this post, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this position. (Continue on a separate sheet if required)* | | | | |
| **Declaration**  I declare that the information I have given on this 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: | | | | |

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| Please use for any other information: |

Please send all completed application forms to Rachel Greenway on [Rachel.Greenway@ymcans.org.uk](mailto:Rachel.Greenway@ymcans.org.uk) or YMCA North Staffordshire, Edinburgh House, Harding Road, Hanley, Stoke on Trent, Staffordshire, ST1 3AE.

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|  | **EQUAL OPPORTUNITIES POLICY MONITORING FORM** |

**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 your application form before shortlisting.

Post applied for………………………………………………………………………………..

Please tick the appropriate box

**Gender** male female

**Age Range**

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

**Where did you see this vacancy advertised** …………………………………………………

**What is your ethnic group?**

**Please choose ONE section from A to E, and then tick the appropriate box to indicate your background**

**A White**

British

English

Scottish

Welsh

Other, please write in ……………………………………………………………………….

Irish

Any other White background, please write in …………………………………………………..

# B Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please write in ……………………………………………………

**C** **Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh**

Indian

Pakistani

Bangladeshi

Any other Asian background, please write in ……………………………………………………...

**D Black, Black British, Black English, Black Scottish, or Black Welsh**

Caribbean

African

Any other Black background, please write in ………………………………………………………....

**E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or**

**Other ethnic group**

Chinese

Any other background, please write in ………………………………………………………………………………………...

I understand that this information may be stored and processed as part of the YMCA’s monitoring of equal opportunities and as part of the recruitment procedure and give my consent for my details to be used for this purpose

Signature……………………………………………………………………. Date……………………………………..