**Guidelines for completion of application form**

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**

**Section 1 Job Details**

Insert the post applied for as stated in the advertisement.

Insert the location of where job is based, if stated on the advertisement.

**Section 2 Personal Details**

Please complete all sections in full.

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.

**Section 3 Education, Training and Development**

Please detail information which is relevant to your application. It is not necessary to list schools/colleges attended. Continue on a separate sheet if necessary clearly marked Section 4 and your name.

**Section 4 Present or last employer**

Please complete this section in full using an additional sheet if necessary clearly marked Section 5 and your name.

**Section 5 Previous employment and experience**

Please complete this section in full giving details of any previous paid employment. For each job gives dates, employer and duties undertaken. The most recent employer first. Continue on an additional sheet if necessary clearly marked Section 6 and your name.

**Section 6 References**

Please complete giving the names and addresses of two referees, one being your current or last employer. These referees will be contacted with your approval and your employment will be subject to the outcome of these references.

**Section 7 Supporting Information**

Please detail how you meet the specification for this post giving examples from work, voluntary work or life experiences and state why you are applying for this post, continuing on an additional sheet of paper if necessary clearly marked Section 8 and your name.

**Section 8 Declaration**

Sign and date the declaration.

**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 the monitoring form.

The information you give of this form does not form part of the selection procedure and is kept separated from the application form. It is only used to help us monitor effectively. Please return this form in the envelope provide.

**DECLARATION OF CRIMINAL CONVICTIONS**

This information you give on this form is not part of the selection process and will be kept separate from your application. It will only be referred to if you are successful.

Declaration of a conviction will not necessarily mean disqualification from appointment; however, if it is subsequently found that you failed to declare a conviction, this will be regarded as gross misconduct which could lead to your employment being terminated.

If your application is successful, the YMCA will carry out DBS check at enhanced level. Your employment will be subject to the outcome of this check.

The Declaration of Criminal Convictions form to be returned in the envelope provided.

**DATA PROTECTION**

Personal data obtained from applicants during the recruitment process will be held securely by the YMCA. Information provided will be used solely for the purposes of selection for the post advertised. Other than 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 or equal opportunities will be retained.