



CARDIFF YMCA HOUSING ASSOCIATION

■ Advice on completing the form...

When you apply for a job with the YMCA, the application form plays an important part in the recruitment process. It will be used to decide whether or not you are interviewed and if you are it may influence the outcome of your interview. It is advisable that you complete the form as fully and carefully as possible.

This page is intended to help you to present your skills and experience to the best advantage. Please read it carefully together with the other information which has been sent to you before completing the application form.

■ Look at your experience...

Can you show you have the necessary requirements for the job? You should have received a person specification and a job description for the post you are considering applying for. These will be used in the selection process to measure your suitability for the job. You should therefore consider the skills required for each of the tasks on the job description and refer to the person specification.

Try to explain your previous / current job to someone else - it may help you to uncover hidden skills that you have taken for granted.

Do not disregard any involvement that you may have had outside of paid employment such as community, voluntary or leisure interests. Consider in what ways you have had to develop or use skills relevant to the post.

■ Completing the form...

Do a rough draft first. It will help to avoid mistakes and repetitions and ensure that the final version is well organised, well presented and relevant.

Gear your application to the specific job, rather than using one for a series of jobs, unless it is appropriate to do so.

Do not simply repeat your current duties or state that you have done aspects of the job before. Pick out the skills and experience required in the person specification and job description and give evidence that you possess them.

It is crucial that you do not assume that those studying your form will be able to imply skills and knowledge unless they are clearly stated.

C.V.s should not be included - if they are, they will be removed before short-listing and will be disregarded.



section one

CARDIFF YMCA HOUSING ASSOCIATION EMPLOYMENT APPLICATION FORM

■ **POST BEING APPLIED For:**

Surname: Forenames:
 Date of Birth: National Insurance No
 Address:

Post Code:

Telephone Numbers:
 Day Time Evening

Answer if relevant to the Post:
 Do you hold a clean current driving licence? _____ YES / NO
 Do you have access to a car? _____ YES / NO
 If you were called for interview, would you require _____ YES / NO
 special arrangements to be made (e.g. for a disability) If so, please give details:

If you were offered the job, when would you be able to start?

To the best of your knowledge, are you related to anyone serving on the Association's Management Committee or to anyone employed by the YMCA? YES / NO

If so, please give details:

Have you ever been convicted of a criminal offence? (Declaration is subject to the Rehabilitation of Offenders Act)? YES / NO

If you have, please complete the attached Rehabilitation of offenders form and return it as requested under separate cover. The Association complies with the Criminal Records Bureau procedures and policies regarding disclosure of information (copy available upon request)

■ **MEDICAL**

How many days have you been unfit for work in the last 12 months:

Please give details:



section one

CARDIFF YMCA HOUSING ASSOCIATION EMPLOYMENT APPLICATION FORM

Do you have a disability for which reasonable adjustments could be made by the YMCA ? YES / NO

If so, please give details:

Do you require a permit to work in the UK? YES / NO

If so, please give details:

REFERENCES

Please give the names and addresses of three Referees who are willing to respond to a request for reference. One must be a former employer. We may only use two of the referees, but please note that if you are offered the post we will be seeking references and permanent employment is subject to us obtaining satisfactory references. Referees must not be family members.

1 Name:

Address:

Post Code:

Occupation: Relationship to you:

1 Name:

Address:

Post Code:

Occupation: Relationship to you:

1 Name:

Address:

Post Code:

Occupation: Relationship to you:

Please note that should you be called to Interview, you will need to prove your identity through use of Passport and/or Driving Licence, plus 2 utility bills or similar with your name and address on them. If appropriate you will also be expected to bring original documents to prove any claimed qualifications. Under Home Office rulings, you will be required to prove your eligibility to work in the United Kingdom. It is the Association's Policy to have all new members of staff background checked through the Criminal Records Bureau. Permanent employment is subject to a satisfactory report and working conditions may be restricted until that report is received. The YMCA complies with C.R.B. policy on disclosures - copy of policies available upon request.

The first pages of this application form will be removed from the remainder of the form before short-listing for interview takes place.

Return completed form to: Cardiff YMCA, The Walk, Roath Cardiff, CF24 3AG



section two

REF NO: (Office use only)

EMPLOYMENT

Please give your employment history relevant to this post. You must include any gaps in employment for the last 5 years, giving an explanation

START WITH YOUR CURRENT EMPLOYMENT OR TIME SPENT SINCE YOUR LAST EMPLOYMENT

Reason for leaving				
Position and duties				
Employer				
End Date				
Start Date				

Reason for leaving				
Position and duties				
Employer				
End Date				
Start Date				



section two

In the next section, please give details of non-paid work including voluntary work or domestic care. We consider unpaid experience to be of equal value to paid employment.

Start Date	End Date	Nature of unpaid work

TRAINING, EDUCATION AND QUALIFICATIONS

In this section, please give any details you feel may be relevant to the post you are applying for with regard to education, training and qualifications



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EQUAL OPPORTUNITIES POLICY

Monitoring of Recruitment Practices

The YMCA is committed to the active promotion of equal opportunities, both in the provision of its services and in its capacity as an employer. Recruitment and selection procedures and practices throughout the organisation are regularly monitored and reviewed to ensure that the Equal Opportunities Policy is being properly implemented. To aid in this process, we would be grateful if you could complete the details as requested below and return this form with your job application form.

POST APPLIED FOR: _____

WHERE DID YOU FIRST SEE THIS POST ADVERTISED:

HOW WOULD YOU DESCRIBE YOURSELF? (Please tick one box)

	MALE	FEMALE
AFRICAN (INCLUDING SOMALI)	<input type="checkbox"/>	<input type="checkbox"/>
ARABIAN / YEMEN	<input type="checkbox"/>	<input type="checkbox"/>
ASIAN (INCLUDING AFRICAN ASIAN)	<input type="checkbox"/>	<input type="checkbox"/>
BRITISH BORN BLACK	<input type="checkbox"/>	<input type="checkbox"/>
CARIBBEAN / WEST INDIAN	<input type="checkbox"/>	<input type="checkbox"/>
CHINESE	<input type="checkbox"/>	<input type="checkbox"/>
WHITE	<input type="checkbox"/>	<input type="checkbox"/>
OTHER (Please Specify below)		

Are you disabled?

This page will be removed from your application from before shortlisting, as it is for recording purposes only. Your application will not be disadvantaged by non-completion.



CARDIFF YMCA HOUSING ASSOCIATION

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and Exceptions Amendment Order 1986

This part of the application form will only be used following the short listing process and will be treated in strictest confidence. If you are not short listed the page will be destroyed unread.

If you have a criminal record, spent or unspent, please give details below. It should then be sent with the completed form in a separate sealed envelope to The General Manager. It would help you with your application if you could give a little explanatory detail of background of any conviction as this will help us to consider whether the matter is of a serious enough level to be considered in your application. Often a "spent" crime is a one-off mistake years ago which is something that will never be repeated. In such a case the Association may feel it can ignore the matter.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and the background of any offences. However, we would make it clear that as the nature of the YMCA's work brings its workers in contact with children, young people and vulnerable adults, a criminal record or other information which makes this application unacceptable for a position of trust will render the applicant unsuitable.

The Association's and the C.R.B.'s policies on Disclosure of Information are available upon request