

Application Guidelines and Further Information

1. APPLICATION FORM

An Application Form has been provided on our website <https://www.ymcaexeter.org.uk/tell-me-about/jobs> as a separate Word document to enable this to be completed on your computer and then e-mailed to office@ymcaexeter.org.uk. Alternatively, you may handwrite the application and post it to The Finance & Admin Office, YMCA Exeter, 39/41 St David's Hill, Exeter, EX4 4DA.

Please note that CVs and similar documents will not be considered when short-listing, but only the information written on the Application Form.

2. DATA PROTECTION

Personal data obtained from applicants during the recruitment process will be held securely by YMCA Exeter. 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 applicant might be considered for other vacancies). No personal data provided in the course of the application, other than that stored and processed as part of YMCA Exeter's monitoring of equal opportunities, will be retained beyond twelve months from the date from which applicants are informed of the outcome of their application, except in the case of the successful candidate.

3. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

YMCA Exeter is fully committed to safeguarding children and vulnerable adults. A thorough vetting process will be carried out as part of our appointment process, including verification of any required qualifications, verification of identity, taking of references and, for this post, an enhanced DBS check.

4. Section 5 - RELIGIOUS BELIEFS

YMCA Exeter is an organisation with a clear Christian ethos as set out in our Ethos Statement (see Information Pack). The position for which you are applying states that you are required to have a personal commitment to the Christian faith, and the information which you supply in this section will be taken into account during

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION

City of Exeter YMCA. Registered Office: 39/41 St David's Hill, Exeter, Devon, EX4 4DA. Registered in England and Wales Company No. 2449636
Charity No. 803226, HCA Registration No. H3905

YMCA Exeter Community Projects, 39/41 St David's Hill, Exeter, Devon, EX4 4DA. Registered in England and Wales Company No. 9437425
Registered Charity No. 1162431

the selection process. You will be required to uphold the Christian ethos of YMCA Exeter and its values in your work.

5. Section 6 - DECLARATION OF CRIMINAL BACKGROUND INFORMATION

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again within a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

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 (i.e. under 18 years of age) 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.

6. Section 9 - DISCLOSURE AND BARRING SERVICE CHECK

The post for which you are applying will bring you into direct contact with children, young people and/or vulnerable adults.

During our recruitment procedure we take steps to assess an applicant's suitability for such a position of trust. It is important that you understand the nature of the checks that we will make, and when we will make them.

If after interview you are made a conditional offer of employment, you will be required to co-operate with YMCA Exeter in completing an application for a higher-level disclosure statement from the Disclosure and Barring Service. This disclosure service offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. Disclosure statements are provided by the Disclosure and Barring Service, an executive agency of the Home Office.

Higher level disclosure statements provide details of a person's criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for his type of work.

7. EQUALITY AND DIVERSITY QUESTIONNAIRE

Included as a separate document is an Equality and Diversity Monitoring Form. This form is not compulsory, however we would appreciate for you to take the time to complete this form to help us monitor our effectiveness in upholding the

principles of equality and diversity to which we are committed. This form is anonymous and will be separated from your application in advance of any assessment being commenced. Should you not wish to complete this form, your application will not be prejudiced in any way.

8. FURTHER INFORMATION

More information about the work of YMCA Exeter can be found on our website (www.ymcaexeter.org.uk).

9. CLOSING DATE FOR APPLICATIONS

All applications should be returned no later than **12:00pm (midday) on Monday 7th January 2018.**