

The YMCA logo is rendered in a bold, white, blocky font. It is positioned on the left side of the page, set against a large, light green geometric shape that resembles a stylized 'Y'. The background of the entire page is a dark grey-blue, with several overlapping, semi-transparent geometric shapes in various colors (light blue, yellow, magenta, purple) creating a dynamic, abstract pattern.

Here for young people
Here for communities
Here for you

Job Pack

Youth and Community Development Worker

15 hours per week

Initial 12 Month fixed term contract

YMCA ROTHERHAM
PART OF YMCA WHITE ROSE GROUP

Contents

A Welcome note to applicant	2
YMCA White Rose's Vision & Mission Statements	3
Job Description	4-5
Person Specification	6-8
Terms & Conditions	9
Selection and Interview Arrangements	10
How to Apply	11
Application Form Guidelines	12-16

A WELCOME TO APPLICANTS

Thank you for your interest in working for the YMCA. If you are an internal applicant, you will already be familiar with the distinctive nature of the YMCA and its work. External applicants may not be aware that YMCAs are Christian charities belonging to a national and international Movement. The YMCA offers opportunities to young people and their communities to develop in mind, body and spirit and so help to fulfil their potential. It aims to reflect this holistic approach in the way it recognises the value of each individual staff member and enables them to make their unique contribution to the organisation's mission.

In England, the YMCA comprises some 101 different Associations found in most cities and towns, each of which operates as a separately registered charity. These YMCAs are often working with people at times of greatest need. Worldwide, the Movement has over 30 million members in some 119 countries. The evolution of each YMCA is influenced by local factors. But generally, YMCAs aim to:

- Facilitate personal, social, and spiritual development – through life and job skills training and a wide range of other opportunities for personal growth and challenge.
- Build relationships and provide programmes that support young people's transition to adulthood.
- Develop communities through the provision of supported housing, community activities and sport, exercise and fitness programmes for all ages.
- Share ideas and resources across the world as part of an international YMCA network.

The YMCA values diversity and welcomes applications from across all of the community. Diversity is reflected strongly among those who participate in YMCA activities and use its facilities. Our housing residents, for instance, come from many nations and backgrounds; the YMCA provides accommodation and training facilities for both men and women; our health and fitness suites have been successful in offering customised programmes for people with disabilities; and the range of activities involves people of all ages. We are also committed to ensuring that diversity is reflected strongly within our Board of Management, volunteer and employee structures. This includes a commitment to keep our practices under review, leading to action where necessary, in order to attract new people from all sections of the community.

Inclusiveness is fundamental to the ethos of the YMCA as a Christian organisation. It is expressed in a wholehearted commitment to welcome people of other faiths and those of none, linked to a confident identity as a Christian faith-based Movement. 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.

Thank you again for your interest in working for the YMCA. We look forward to receiving your application.

YMCA White Rose Vision and Values

Vision: YMCA White Rose strives to transform people’s lives by providing an inspirational journey which supports and develops individuals, with a focus on young people. We believe that by fulfilling this vision we can change and enhance lives.

The key dimension to YMCA White Rose work and investment in the community is its particular focus upon young people and their development in body, mind and spirit from childhood through to adulthood. Our multi-generational approach stems from our steadfast belief that appropriate guidance and assistance at the formative stages of a child’s life holds not only the key to individual progress but shapes the collective development of the future community.”

Mission: YMCA White Rose is part of a worldwide Christian Movement whose central aim is to enable young people and other members of the community to achieve their full physical, social, cultural and spiritual potential. The YMCA is committed to meeting the needs of all sections of the local community regardless of age, race, faith, gender, sexual orientation or socio-economic background

Our Ethos: The ethos of YMCA White Rose is:

- An association based on the equal value of all persons
- Respect and freedom for all
- Acceptance and understanding between people of different opinions
- Active concern for the needs of the community

YMCA White Rose seeks to: Provide a welcome and a meeting place, where friendships can be made, and counsel sought

- Develop activities which stimulate and challenge members in an environment that enables them to take responsibility to find a sense of achievement
- Create opportunities for exchanging views so that members can improve their understanding of the world, of themselves and of one another

To find out more about the YMCA Federation in England and Wales visit www.ymca.org.uk or [YMCA YouTube](#)



JOB DESCRIPTION

Job Title: Youth Development Worker

We are looking to appoint an experienced youth worker to lead on the delivery and development of our youth and community work offer in Rotherham with a particular focus on Kimberworth Park, Kimberworth and Eastwood.

A key function of the role will be build on relationships with existing youth and community organisations to understand any gaps in provision and partnership opportunities for the development of YMCA Youth Work activities. Approx 33% of the role will involve direct delivery and engagement with children, young people and families through delivery of our Cadent funded programme. The remaining 66% will support the development of the YMCA's programmes offer including developing partnerships and funding opportunities.

Purpose of the Job:

- To plan and deliver our Cadent 'Safe and Well Communities' and 'Cost of Living' fund workshops and activities
- To lead the on the ground development of the YMCA programmes offer in Rotherham
- To establish partnership opportunities with likeminded youth and community organisations for the mutual benefit of young people
- To consult with young people on the gaps in local provision
- To work towards a funding plan including development of small funding applications
- To report consultation findings to the Board and Management team.

Main Responsibilities of Post:

1. To identify local youth, families and community provision in areas connected to YMCA assets bases
2. To meet with potential partner organisations to establish mutually beneficial partnerships to help understand the current youth and community offer in the area and gaps in service.
3. To work alongside existing youth groups to deliver health and wellbeing or cooking/healthy eating/meal planning workshops engaging 270 people in local community settings from January – December 2025.
4. To deliver activities in line with good youth work practice including producing session plans, risk assessments and end of session reports.
5. To produce a needs analysis evidencing the need for youth and community provision in the local area
6. To work alongside existing youth and community groups to consult with young people and families to design and develop the YMCA youth work offer.
7. To work towards a funding plan including writing and submitting small grant applications to support the community programmes offer identified
8. To work in line with the organisations equality, diversity and inclusion policy
9. To work in line with the organisations confidentiality and data protection policies and procedures
10. Work in accordance with YMCA White Rose's policies and procedures such as Health and Safety to ensure standards are maintained, risk assessments and controls are in place, implemented and communicated to the relevant persons.
11. To Safeguard young people, having a good understanding of child protection and safeguarding issues and act appropriately should issues of concern arise, including reporting to the Designated Safeguarding Lead and appropriate agencies.
12. Contribute constructively as a member of the YMCA White Rose staff team and support the wider YMCA movement, attending staff meetings as required.

Special Requirements and Environmental Factors

1. To work flexibly to meet the needs of the service including evening working as required
2. To evidence an understanding of the needs of confidentiality
3. To actively promote equality and diversity
4. To undertake agreed training and development activities
5. To work within the ethos of the YMCA White Rose
6. To have a flexible approach and be willing to carry out further functions and roles as required by the management team

Safeguarding

YMCA White Rose is fully committed to safeguarding the welfare of children, young people and adults at risk. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children, young people and adults at risk from harm, abuse and exploitation.

As a staff member you will have responsibility for ensuring that YMCA White Rose's Safeguarding Policies, Procedures and Guidance are delivered in line with our values and ethos to promote the welfare of children, young people and adults within or connected to YMCA White Rose.

Health & Safety

As a member of staff you are responsible for the safety and welfare of all staff and you must therefore have knowledge of the Company's Health & Safety Policy and relevant instructions to your area of work. Any matter which you consider requires attention in this respect is your responsibility to report following the correct procedures, or to the Health and Safety Manager. Copies of the current Health & Safety Policy and Safety Procedures are available in the Centre.

NB. The above job description is not an exhaustive list of duties. The postholder will be expected to perform various tasks as necessitated by the evolution of the role within the organisation and growth of the overall YMCA White Rose strategy and business goals. The main duties of the post may be reviewed with regards to experience and developments within the organisation; any review will be undertaken in conjunction with the post holder

I have received and understood this job description.

Employee Name: _____ Signature: _____

Manager's Name: _____ Signature: _____

Date: _____

PERSON SPECIFICATION

Assessment Methods: A – Application, I – Interview, X – Interview Presentation
V – Documentary Verification, R – References,

Attributes	Essential (E) or Desirable (D)	Method of Assessment
Experience		
Minimum 3 years' experience of delivering issue-based youth work to support children and young people, especially those who are social excluded or from hard-to-reach groups	E	A
Experience of applying safeguarding policies and procedures	E	I
Experience of working in partnership with youth and community organisations	E	I
Experience of working with one or more of the following groups of young people: <ul style="list-style-type: none"> • Children/Young people from Eastern European Communities • Children/Young people with low emotional health and wellbeing • Children/Young people at risk of CSE • Children/Young People at risk of Radicalisation • Children/Young people at risk of County lines/human trafficking/modern day slavery 	E	A
Experience of charity funding including submitting applications for grants and Trust fundraising	E	I
Qualifications		
Minimum NVQ Level 3 or equivalent in Youth work or higher for example JNC professional qualification	E	A
Youth Mental Health First Aid	D	A
PTTLS or Award in Education and Training	D	A
Literacy/numeracy up to Level 2 or equivalent	E	A
Willingness to undertake further training, as required	E	I

Special Knowledge		
A knowledge of issues facing young people, especially those who are socially excluded or from hard-to-reach groups	E	A
Knowledge of local services for children and young people	D	I
An understanding of children and young people's safeguarding	E	I
Demonstrable understanding of Health and Safety practices	E	I
Experience of charity fundraising including grants and trusts	E	A
Circumstances – Personal		
Provide a positive role model for children and young people	E	X
Willingness to be flexible and work evenings/ weekends	E	I
Holder of a full driving licence and access to own vehicle.	D	A
No contra indications to personal background or criminal records indicating unsuitability to work with children, young people or families or in a position of trust.	E	R
Must be eligible to work in the UK	E	A
Disposition, Adjustment & Attitude		
Willingness to adhere to YMCA dress code policy to wear identifiable clothing provided	E	I
Respect for the ethos of the YMCA and able to uphold its values	E	I
Practical Intellectual skills		
Good organisational skills, self-motivation and an ability to work under pressure handling competing demands.	E	I
Good IT skills, including ability to maintain database and spreadsheet records.	E	I
Good communication skills both written and verbal.	E	I
Physical/Sensory		
Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate, under the provision of the Disability Discrimination act 1995.	E	A

Equality		
<p>Candidates should indicate an acceptance of a commitment to the principles underlying the YMCA's Equal rights policies and practices.</p>	E	I
<p>A commitment to YMCA White Rose's aims and objectives, including equal opportunities/ diversity policy.</p>	E	I

Please Note:

We are committed to reflecting the diverse community we serve and creating an inclusive workplace for all people, where everyone feels valued. We encourage applications from a diverse range of people and are committed to employment practices that are fair, responsive and inclusive. Furthermore, we are committed to providing adjustments and accessibility to candidates with a disability. Please make direct contact to discuss how we can support you throughout your candidate journey.

YMCA White Rose is a Christian organisation and as an employee you will be required to respect its ethos and uphold its values.

The successful candidate will be expected to declare all previous offences and to undergo an Enhanced Disclosure via the Disclosure and Barring Service.

TERMS & CONDITIONS

SALARY: £29,250 pa FTE (£11,700 pro rata 15 hours)

CONTRACT TYPE: Initial fixed term 12 months (continuation subject to future funding)

HOURS OF WORK:

A Part Time working week of 15 hours per week (flexible working pattern) including one direct delivery session per week (daytime/after school/evening/weekends) approx. 5 hours including session planning and preparation time.

PAID LEAVE ENTITLEMENT:

Holiday entitlement will be discussed and agreed following the interview stage.

DBS Checks:

If the post requires a DBS check as a requirement of the role – the post will be offered subject to satisfactory DBS clearance

TRAVEL: A travel allowance in-line with Company policy is payable.

PENSION:

To comply with the law regarding Pension Automatic Enrolment, depending on your circumstances, you will be automatically enrolled into our qualifying pension scheme, provided by The People's Pensions. You will be able to opt-out of the scheme if you wish, but if you remain a member, you will be saving towards your retirement.

If you do not meet the criteria to be automatically enrolled, you will have the option to join the scheme if you wish.

Further information on the pension scheme can be obtained by contacting the HR Department.

NOTICE: As per contract of employment

CONDITIONS: The post is subject to a probationary period of 6 months.

DISCIPLINARY & GRIEVANCE: The Association's standard disciplinary and grievance procedures apply to this post.

TRAINING: The Association is committed to the training of all employees as and when necessary.

EQUALITY & DIVERSITY

The post holder must be aware of equality and diversity principles and comply with the YMCA White Rose's equality and diversity procedures.

HEALTH & SAFETY

All staff are responsible for the implementation of the health and safety procedures so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of health and safety arrangements relating to their work to ensure appropriate improvements are made when necessary.

YMCA White Rose

Selection & Interview Arrangements

Interview Panel: TBC

Closing Date: Monday 7th October 2024 at 9am

Interview Date(s) and Process: TBC

Panel Decision and Notification: To be confirmed

HOW TO APPLY

To complete an Application Form and Equal Opportunities Form please click on the links below:

[Application form](#)

[Equal Opportunities Form](#)

Please return the back page of the Privacy Notice to – recruitment@fyldecoastymca.org

Job Reference – WR24

The closing date for this role is by **Monday 7th October 2024 at 9am**; please note any applications received after this date and time will not be considered.

All referee requests will be treated with the strictest confidence and no referee will be approached without obtaining your prior consent. You are also invited to complete and return the Equal Opportunities Form for monitoring purposes.

The Equal Opportunities Form allows YMCA White Rose to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission, that we as an employer should monitor the selection process to ensure equality of opportunity is being offered and being achieved. This form will not form part of your application and will be treated as confidential

Thank you for your time and we look forward to receiving your application.

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

Section 1 **JOB DETAILS**

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

Section 2 **PERSONAL DETAILS**

Driving License Tick as appropriate.

Please refer to the job specification to determine the requirement for a driving license 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 fulfill 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.

Section 4 **EDUCATION, TRAINING & 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.

ADDITIONAL INFORMATION - 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 in 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* 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'.

If you are invited to interview you will be required to complete and bring with you a 'Declaration of Criminal Background Information' form. This form will be sent to you with the interview invitation and will require you to give details of any unspent convictions.

If the post for which you are applying involves working with children, young people* and/or vulnerable adults, you will ALSO be required to give all details of any criminal record including 'spent' and 'unspent' convictions. Your application pack includes 'Additional Guidelines for Applicants for Positions which involve Working with Children, Young People* and/or Vulnerable Adults'.

The information provided will only be seen by the interview panel if we are considering offering you employment. Declaration of a conviction will not necessarily mean disqualification from appointment. Criminal records will be taken into account only when they are relevant to the post for which you are applying.

IF YOU ARE INTERESTED IN APPLYING PLEASE RETURN THE APPLICATION FORM AND MONITORING FORM

- by the closing date shown in the advertisement or in the accompanying letter
- to the address as stated in the accompanying letter.

Following shortlisting you will be notified of the outcome of your application.

IF YOU ARE SHORTLISTED YOU WILL BE INVITED FOR INTERVIEW

You should bring with you a completed 'Declaration of Criminal Background Information' form.

If the post for which you are applying involves working with children, young people* and/or vulnerable adults, your application pack includes 'Additional Guidelines for Applicants for Positions which involve Working with Children, Young People* and/or Vulnerable Adults'. Please follow the instructions in these guidelines.

IF YOU ARE MADE AN OFFER OF EMPLOYMENT WITH THE YMCA

you will be required to

- consent to references being taken up
- complete a medical questionnaire and if necessary undergo a medical examination
- demonstrate, by producing approved documentation, that you are entitled to work in the UK.

This is because, as an employer, we will be committing a criminal offence if we employ a person who is not entitled to work in the UK. We will advise you on which documents are approved documentation.

if the post for which you are applying involves working with children, young people* and/or vulnerable adults, you will be required to apply for a higher level Disclosure. Please refer to the 'Additional Guidelines for Applicants for Positions which involve Working with Children, Young People* and/or Vulnerable Adults included in this application pack.

*young people are those under 18 years of age

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates.

The YMCA undertakes not to discriminate unfairly against any applicant on the basis of a criminal record or other information revealed. Criminal records and other information will be taken into account for recruitment purposes only when they are relevant. We select all candidates for interview based on their skills, qualifications and experience.

We ask all applicants called for interview to provide details of their criminal record. Depending on the nature of the position applied for, the YMCA may request details of your entire criminal record or only of 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We request that this information is sent under separate, confidential cover to a designated person within the YMCA and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. We would point out that, for the successful candidate, this information will be verified by requesting a Disclosure statement* from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or subsequent dismissal.

We ensure that all those in the YMCA who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex offenders e.g., the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

For those positions where a Disclosure* is required, application forms and guide notes will contain a statement that a Disclosure will be requested in the event of the candidate being made a conditional offer of employment. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

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 background of any offences. However, we should make it clear that as the nature of the YMCA's work brings its workers into contact with children, young people** and/or vulnerable adults a criminal record or other information which makes the application unacceptable for a position of trust will render the applicant unsuitable.

As an organisation using the Disclosure and Barring Service [DBS] to assess applicants' suitability for positions of trust, this policy complies with the CRB Code of Practice.

** Applicants for certain positions who are made a conditional offer of employment will be subject to a criminal record check – known as Disclosure - from the Disclosure and Barring Service (DBA) before the appointment is confirmed This will include details of cautions, reprimands or final warnings, as well as convictions. ** young people are those under 18 years of age*

ADDITIONAL GUIDELINES FOR APPLICANTS FOR POSITIONS WHICH INVOLVE WORKING WITH CHILDREN, YOUNG PEOPLE* AND/OR VULNERABLE ADULTS

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.

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 in 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* 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'.

If we ask you to come for an interview please bring the following with you

- **a completed Declaration of Criminal Background Form**

this form will be enclosed with the letter inviting you to interview. 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 license] 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.

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 be taken into account only when they are relevant to the position for which you are applying. Our policy on the recruitment of ex-offenders is given overleaf.

If you are made a conditional offer you must apply for a higher level Disclosure statement from the Disclosure service. We will tell you how to go about this.

The 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 (DBS), 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 this type of work. Organisations using the Disclosure system must comply with a Code of Practice, a copy of which is available on request. If you require further information about Disclosure you can visit the website www.disclosure.gov.uk

*young people are those under 18 years of age

DECLARATION OF CRIMINAL BACKGROUND INFORMATION

Please complete this form if you are attending for interview. It should be placed in an envelope marked Private and Confidential, addressed to the Interview Panel with your name clearly stated on the front and brought to the interview.

Please read the guidelines for Application for Employment before completing this form.

The information you provide will remain confidential

Name

Post applied for

Please give details, including date, offence and, where appropriate, sentence of any unspent criminal convictions below.

If none, please write 'NONE'.

Signed Date

If you wish to discuss the information you have given above at your interview, please ensure that you mention this to the interviewer.

DECLARATION OF CRIMINAL BACKGROUND INFORMATION

You must complete this form if you

- *are applying for a YMCA post which will bring you into contact with children, young people and/or vulnerable adults*

AND

- *are attending for interview.*

Please read the guidelines for 'Additional Guidelines for Applicants for Posts which involve Working with Children, Young People and/or Vulnerable Adults' before completing this form.

The completed form should be placed in an envelope marked Private and Confidential, addressed to the Interview Panel with your name clearly stated on the front and brought with you to the interview together with forms of official identification. Ideally we require one form of photographic evidence [e.g. a passport or the new form of driving license] and two addressed items such as a recent utility bill, recent bank statement or current Council Tax bill. If you have difficulty in providing such means of identification please contact us for further guidance.

The information you provide will remain confidential

Name

Post applied for

Please give details, including date, offence and where appropriate sentence of **all** criminal convictions, cautions, reprimands and final warnings [spent and unspent] below

If none, please write 'NONE'.

I have read the '**Additional Guidelines for Applicants for Applicants for Posts which involve Working with Children, Young People and/or Vulnerable Adults**' and understand that if my application is successful I will apply for a higher level Disclosure.

Signed Date

If you wish to discuss the information you have given above at your interview, please ensure that you mention this to the interviewer.

YMCA ROTHERHAM

PART OF YMCA WHITE ROSE GROUP

YMCA Rotherham

Myplace Rotherham

St Ann's Road

Rotherham

S65 1PH

For more information, please visit:

Social media: www.facebook.com/RotherhamYMCA

Website: www.ymcawhiterose.org.uk



Here for young people
Here for communities
Here for you

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.

FAMILY & YOUTH WORK

HEALTH & WELLBEING

HOUSING

TRAINING & EDUCATION

SUPPORT & ADVICE