

A WELCOME TO VOLUNTEER APPLICANTS

Dear Applicant,

Thank you for your interest in volunteering at Southend YMCA. I would like to take this opportunity to tell you a little more about our organisation.

We are based in Southend-on-Sea and although this is where the majority of our work is carried out, we also work throughout the Thames Gateway as well as Colchester, Harlow and Tendring.

Southend YMCA

Southend YMCA is an autonomous, registered, charitable organisation affiliated to YMCA England along with 113 other YMCA's. Collectively our work is focussed on young people and communities in five different areas:

- Health and Wellbeing
- Training and Education
- Family Work
- Supported Housing
- Support and Advice

You can find out more about YMCA activities and values on our own website and those of YMCA umbrella bodies (e.g. England, Europe, World Alliance)

The post is accountable to me as the CEO of Southend YMCA and through me to its volunteer Board of Trustees.

Southend YMCA is a Christian Charity and provides services to men and women and to people of all faiths and those of none. There is no requirement for the for the post holder to be a Christian but they should be comfortable working within those values.

We offer a range of projects and services which include:

Supported Housing	Each year we provide Supported Housing for 30 young people, aged 16-25, who may be homeless without our intervention. In addition to this we provide 8 move-on bed spaces and 3 for those leaving care. We offer far more than a roof over our young residents' heads and help them to finish their education, prepare for employment, budget and cook.
Switch2Music	The Switch2Music Studio offers free music support to young people who want to progress with their technical musical ability, production skills, lyric writing and artist development for 14-18 year olds
Team YP	is a fun and fulfilling 20 week project designed by young people for young people of Secondary School age to help them to engage in activities that they may not previously had the opportunity to participate in.
Talent Match	A Big Lottery funded initiative to help unemployed young people, aged 18-24, into sustained employment and helps to successfully remove the barriers to employment
SOS Bus	The SOS Bus is a night time economy provision working in Southend and Basildon, ensuring the safety and wellbeing of those out on a Friday and Saturday evening. In addition, they provide support at local community events and festivals and offer health and safety related training as a paid service.
Youth Space	Aims to improve the personal resilience and self-belief of vulnerable young people aged 11 -24, building their wider skills base through social action and effective advice and guidance.
Glow	Is a Coaching and Mentoring based project, aimed at young people aged 8-19 with additional needs to help them to achieve a positive outcome with up to twelve weeks of one-to-one interventions.

If you are interested in being part of the transformational work with the young people in Southend YMCA, please take the time to apply. We can offer you a fulfilling role in an organisation with real ambition for the young people and adults we serve.

Further details about the above can be found on your website; www.southendymca.org.uk

Yours sincerely

Syrie Cox
Chief Executive Officer

GUIDANCE NOTES FOR COMPLETING AN APPLICATION FOR VOLUNTEERING WITH SOUTHEND YMCA

INTRODUCTION

The volunteering application process is in two parts in order to serve two separate purposes:

1. The main Volunteer Application Form asks for detailed information about you and your work history. The purpose of this is to make sure that, as far as possible, applicants who might be at risk to children or young people are not considered for volunteering opportunities. The detail that is asked for complies with national guidance on safe recruitment procedures for appointments.
2. The Person Specification Form is a key document that is used for determining a suitable volunteering opportunity.

It is separated into two parts to avoid unlawful and unfair discrimination on the grounds of sex, race, religion, disability, age and sexuality, but also discrimination for reasons that are not related to your ability to volunteer.

You must complete all parts of the application form. Curriculum Vitae (CV) are not acceptable; neither is an application form that simply refers to an enclosed CV.

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 a volunteer's suitability for such a position of trust, even in a volunteering role. It is important that you understand the nature of the checks that we will make and when we will make them.

HOW TO COMPLETE THE APPLICATION FORM

If the Post Applied for is not completed, please complete it yourself.

1. PERSONAL DETAILS

The information given here will be used to contact you and to identify you accurately when contacting referees. The information will not be used in the selection process.

Southend YMCA does not discriminate on grounds of age. Dates of birth and employment/education dates are requested in line with the Safeguarding Children – Safer Recruitment guidelines.

Southend YMCA ask for information on any disability you may have 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.

2. RELIGIOUS BELIEFS/AFFILIATION

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.

3. VOLUNTARY WORK (INCLUDING CURRENT AND PREVIOUS EMPLOYMENT)

This section is for you to tell us about any voluntary work you do. If you have gained any skills, knowledge or experience that is relevant to this post, please tell us about it in this section.

In addition, please give us the details of your current employer or, if you are a student, your college or university. Complete this section if you are employed or in a voluntary capacity. If you are currently not in employment, then say so here. Please be as accurate as possible with the 'to' and 'from' dates, and provide us with a reason for leaving.

Please list all previous employment in chronological order starting with the most recent first. All employment, including self-employment, consultancy, part-time and temporary jobs and unpaid employment must be included.

4. PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18

Your application needs to give a complete picture of your working career, including periods when you were not in employment. In this section, you need to explain any gaps, such as raising a family or extended travel.

5. EDUCATION, TRAINING AND DEVELOPMENT

There are four sub-sections here. Make sure that you give all of the information needed, including qualifications and training that, whilst not essential, are useful and relevant to the job.

6. REFERENCES

Southend YMCA request that references be taken up before confirming any volunteer roles, so you need to be sure that your referees are willing and able to provide a reference. If you would prefer us not to contact your current employer, please state this on the form. Any volunteering offer will be made conditional until this reference has been received. One referee must be your current employer. If you are not currently in employment, please give details of your most recent employer. Please note that references from relatives are not acceptable.

7. LEISURE INTERESTS

This is your opportunity to describe any interests or experiences that could be relevant to the volunteering post for which you are applying.

8. GENERAL INFORMATION

From which source did you learn of this vacancy? Your answer to this will help us to identify how best to target volunteers in the future.

Are you a relative or partner of any employee of Trustee of the YMCA? We need to know this in order to ensure a fair selection process. If you are related to anyone at the YMCA, then we will avoid asking your relative or partner to be part of the selection process.

Has someone completed this form on your behalf? Please let us know whether you have completed this form yourself or someone else has completed this form. Note that your certification that the information is correct will be valid whether or not the form has been completed by you.

Have you had any previous contact, or do you have any current contact, with the YMCA? Again, we need to know this in order to ensure a fair selection process. If you have worked at the YMCA, then we will avoid asking anyone you previously worked with to be part of the selection process.

I certify that the information given is correct to the best of my knowledge. Your application will not be considered unless you sign this paragraph.

NOTES ON THE EQUAL OPPORTUNITY POLICY - MONITORING FORM

Southend YMCA is an Equal Opportunity Employer. This includes our volunteer base. To help us monitor our policy, we would be grateful if you would complete the details on this monitoring form.

Completion of this form will help us fulfil our general duty under the Equality Act (2010) to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for voluntary work.

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. It will be kept on a computer file.

NOTES ON THE 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'.

NOTES ON THE DATA PROTECTION AGREEMENT

Personal data obtained from volunteers during a recruitment process will be held securely by the YMCA. 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 volunteer (e.g. if the volunteer 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. Please sign this form to agree to us processing the data you provide to us in the manner outlined above.

WHAT TO DO WHEN YOU HAVE COMPLETED YOUR APPLICATION

1. Before signing your application form, please ensure that every section has been completed.
2. Return the form as instructed in the covering letter of this pack, by the closing date shown in the advertisement and the covering letter of this pack.
3. Applicants will only be acknowledged if a stamped self-addressed envelope is enclosed.
4. Following short listing, you will be notified of the outcome of your application.

SHORT LISTING

Short listing will take place on a regular basis.

SELECTION

In accordance with the Asylum, Nationality and Immigration Act (2006), we are required to verify that potential volunteers have the right to work in the UK. We will be committing a criminal offence under the Act if we allow a person to work, even in a voluntary capacity who is not entitled to work in the UK.

If you are successfully invited to volunteer with us, you will be expected to verify you have the legal right to live and work in the UK. If you are from outside the EEA, you will need to produce a valid passport and a visa stamp confirming your right of residence and access to work within the UK.

If you do not have the right to work in the UK, you will not be allowed to take up a voluntary role with the organisation.

DISCLOSURE AND BARRING SECURITY CHECK

All our volunteers are required to complete a DBS Disclosure before commencing any role to ensure that they do not have a history that would make them unsuitable for a voluntary post. Proof of identity is required to complete the process.

Enhanced 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 Disclosures you can visit the website www.disclosure.gov.uk or telephone the Disclosure and Barring Service information line on 0300 200 190.

The DBS will provide a report to you on whether you have any history of criminal convictions, including cautions and bind over's. All posts (including voluntary posts) at the YMCA's are exempt from the Rehabilitation of Offenders Act 1974. This means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot volunteer with us but it may do so.

The information relating to criminal convictions will only be reviewed by certain employees if we are considering offering you a voluntary role. If you wish to discuss the information that you have given, please mention this when submitting your application. We may wish to discuss any information you give with you. Having a conviction will not necessarily bar you from being considered for a voluntary post. Criminal records will be taken into account only when they are relevant to the voluntary post for which you are interested in undertaking. Our policy on the recruitment of ex-offenders is included in this pack.

COMPLAINTS PROCEDURE

If you feel you have been unfairly treated, you have the right to complain. If you wish to complain, you should write to:

Chair of the Board of Trustees, Southend YMCA, Newlands, 85 Ambleside Drive, Southend-on-Sea, Essex, SS1 2FY

Please state why you think you have been treated unfairly. Any complaint should be made no later than 14 days after you are informed of the result of your application.

Post Applied for (VOLUNTARY)

Please complete in black to facilitate photocopying. All sections must be completed. You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). For guidance on completing this form, please refer to the notes for completing an application

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.

1. PERSONAL DETAILS

Surname/Family Name.	First Name.	Preferred Title.
Current Address.	Previous Address. (if less than five years at current address)	
Post Code.	Post Code.	
Telephone (home).	Telephone (work).	
Telephone (mobile).	Email.	
Date of Birth.	National Insurance Number.	
How would you prefer to be contacted? Please tick all that apply. E-mail <input type="checkbox"/> Home phone <input type="checkbox"/> Mobile phone <input type="checkbox"/> Work phone <input type="checkbox"/> Letter <input type="checkbox"/>		
Do you require a work permit before you can be employed in this country? Yes <input type="checkbox"/> / No <input type="checkbox"/> If yes, please give details:		
Do you have any disability (physical or mental impairment)? Yes / No If yes, please give brief details of your disability and any reasonable adjustments you anticipate we would need to make to your workplace or equipment to undertake the duties outlined in the job description or that you consider necessary to attend an interview.		
We ask this question to enable us to consider any adjustments that we can make, either to the recruitment process itself or in offering you a volunteer position, in order to assist you. This will not form part of the selection process.		
If you are registered disabled, please state your number:		
If appointed, how soon could you take up the post?		
Do you have a current UK driving license? Yes / No / Not required for post		

2. RELIGIOUS BELIEFS/AFFILIATION

(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.

3.

VOLUNTARY AND PAID WORK (INCLUDING CURRENT AND PREVIOUS EMPLOYMENT)

Please give details of any relevant skills and experience gained outside of any employment, for example through voluntary or paid work

(Continue on additional sheet if necessary)

4.	PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18 (Please give details such as periods spent raising a family or extended travel. Please ensure there are no gaps in the history of your employment or education).		
	From	To	Reasons
	Month Year	Month Year	

5a.	EDUCATION, TRAINING AND DEVELOPMENT		
	SECONDARY SCHOOL EDUCATION		
	ESTABLISHMENT	From To	

5b.	EXAMINATIONS		
	SUBJECT	DATE	RESULTS/GRADE
	A LEVEL		
	GCSE (or equivalent)		

5c.	OTHER QUALIFICATIONS OBTAINED		
	COURSE AND ORGANISING BODY	DATE	QUALIFICATION

5d.	TRAINING COURSES ATTENDED AND OTHER NON-QUALIFICATION LEARNING		
	COURSE AND ORGANISING BODY	DATE	QUALIFICATION

6.	REFERENCES Please give the name and address of two referees, one of whom can 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 also state this. If you would prefer us not to contact them until a conditional offer for the position has been made, please indicate this in the space provided. References from relatives are not acceptable. Referees can be employers or college tutors (for example) and you need to have known them for over 12 months.		
	Name	Status and capacity for knowing you	May we contact this referee at short-listing stage
	Address		
	Telephone		
	Name		
	Address		
	Telephone		

7.	LEISURE INTERESTS Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

8.	GENERAL INFORMATION	
	From what source did you learn of this vacancy?	
	Are you a relative or partner of any employee or Trustee of Southend YMCA? If yes, please give details:	Yes/No (circle one)
	Has someone else completed this form on your behalf? If yes, please provide the person's name and an explanation:	Yes/No (circle one)
	Have you had any previous contact, or do you have any current contact, with Southend YMCA (If yes, please give details)	Yes/No (circle one)

9. DECLARATION
If you knowingly submit false information, or attempt to omit or conceal any relevant fact concerning your eligibility for volunteering then your name will be withdrawn from the list of candidates. Providing false information is an offence and if this is discovered after you have been appointed you will be liable for summary dismissal. You may also be referred to the Police.

Please sign this declaration acknowledging your responsibility to disclose any information to the panel which may affect working with children, young people or vulnerable adults.

I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. I understand that some of the tasks involved in my role with Southend YMCA may be of a sensitive nature and I agree to maintain confidentiality at all times.

Signature	Date
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Southend YMCA is an Equal Opportunities 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 this form. 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 short listing.

	Post applied for				
	Please tick appropriate box		Age Range		
	Male <input type="checkbox"/>	Female <input type="checkbox"/>	25 or under <input type="checkbox"/>	26-35 <input type="checkbox"/>	36-45 <input type="checkbox"/> 46-55 <input type="checkbox"/>
	Marital Status.		Number of Dependants.		
	Would you describe yourself as having a disability? (If yes, please provide a brief outline of your disability below)			Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Where did you see this vacancy advertised?				
	Please choose ONE section from A to E then tick the appropriate box to indicate your background				
	A. White				
	British	English	British	English	British
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Mixed				
	White and Black Caribbean	White and Black African	White and Asian	Mixed	Any other Mixed background
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	C. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh				
	Indian	Pakistani	Bangladeshi	Any other Asian background	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
	D. Black, Black British, Black English, Black Scottish or Black Welsh				
	Caribbean	African	Any other Black background		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
	E. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or Other ethnic group				
	Chinese	Any other background			<input type="text"/>
	<input type="checkbox"/>				
	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	

YMCA POLICY ON THE RECRUITMENT OF EX OFFENDERS

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.

Southend YMCA undertakes not to discriminate unfairly against any volunteer 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.

We request that this information is sent with the Application Form to the designated person within Southend YMCA and we guarantee that this information is only seen by those who need to see it as part of the volunteer 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 before the appointment is confirmed.

Failure to reveal information that is relevant to the voluntary position sought could lead to withdrawal of the offer of a voluntary placement.

Any discussion on the subject of any offences or other matters that might be relevant to the position will be open and measured.

We undertake to discuss any matter revealed in a Disclosure with the potential volunteer before withdrawing an offer of voluntary work.

Having a criminal record will not necessarily bar you from volunteering 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 Southend YMCA's work brings its workers and volunteers 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 volunteer applicant unsuitable.

As an organisation using the Disclosure and Barring Services* [DBS] to assess applicants' suitability for positions of trust, this policy complies with the DBS 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 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

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'.

Do you have any Criminal Convictions you need to Disclose? Yes No
Please provide details of them below. We will contact you if further information is required.

The information you provide will remain confidential		
Name	Position 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'.		
Offence	Date	Sentence
Offence	Date	Sentence
Offence	Date	Sentence
I have read the 'Completing your Applications' guidelines and understand that if my application is successful I will be asked to apply for a higher level Disclosure.		
If you are under 18 we will also need your parent or guardian's signature:		
Signature	Date	
<p>If you wish to discuss the information you have given above at your interview, please ensure that you mention this to the interviewer.</p> <p>This information will be treated as private and confidential.</p>		

DATA PROTECTION ACT

I hereby give my consent for the Recruitment Monitoring information provided in the pack to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature

Date