



Here for young people
Here for communities
Here for you

Job Pack

Charity Shop Manager – YMCA Kimberworth Park

37.5 hours per week (part time hours may be considered)

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: Charity Shop Manager – YMCA Kimberworth Park

We are looking to appoint an experienced Charity Retail Manager to run our Kimberworth Park Charity Shop. Our shop provides an easy way of donating clothing and other items to be resold and provides affordable goods for our community. Income generated through sales supports our charitable work and local programmes for young people enabling the YMCA to deliver our work in Rotherham.

Job purpose:

To effectively manage and develop the shop in accordance with YMCA Store procedures to maximise store sales and store donations to ensure profitability.

To be an ambassador for YMCA White Rose, demonstrating the values of the organisation, engaging the local community, and building mutually beneficial relationships with local partners and the community.

Main Responsibilities:

Sales and profits:

1. To achieve profit targets by maximising sales and minimising costs
2. Ensure that key items of all stock categories are available to meet customers needs
3. Implement an effective plan to generate stock donations and increase customer awareness of the work of the charity
4. Maintain a high standard of visual merchandising and housekeeping in all areas
5. Provide a high standard of customer service to customers ensuring colleagues and volunteers are operating to the same high standards
6. Explore all effective income streams including online sales for suitable items

Stock management:

7. To proactively generate donations of stock both in store and via clothing banks by actively building relationships with customers, businesses and the local community.
8. To efficiently process and sort stock donations ensuring stock is safely stored.
9. To manage the pricing of goods to achieve a high sell through rate, whilst maximising income from donated goods.
10. To manage stock rotation and visual merchandising to keep the shop floor vibrant and inviting to customers.
11. Utilise recycling opportunities for unsalable items.
12. To use till reports and information to manage, merchandise and display goods in the store floor space to maximum sales potential.

Premises and Property

13. To ensure the store is open during designated trading hours and keep hours under review based on peak trading times.
14. To provide a safe and healthy environment for customers, staff, volunteers and others visiting the premises, following all health and safety procedures.
15. To co-ordinate maintenance issues through approved contractors in a timely fashion.
16. To achieve and maintain high standards of housekeeping and cleanliness in the back of house and store floor areas.

People Management

17. To actively attract, recruit, train and retain a diverse volunteer team, planning volunteer activity to support the needs of the shop.
18. To assess the skills and potential of the volunteer team, allocate tasks accordingly and ensure all volunteers receive adequate induction training that includes health and safety, safeguarding and appropriate policies and procedures.
19. To plan staffing and volunteering rotas to ensure that the store trading hours are achieved.
20. To follow YMCA WR safeguarding policy and procedure, training and managing the team to effectively deal with any safeguarding concerns or situations.

Finance, Administration and IT

21. To ensure that all cash and security controls and procedures are adhered to.
22. To carry out all required administration tasks and instructions to the required timescales.
23. To maximise the use of all IT including social media posts and marketing.

General

24. To comply with and implement, as appropriate, policies or instructions issued by YMCA White Rose, including but not limited to Safeguarding, Health and Safety, Data Protection, Equality and Diversity.
25. 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.
26. 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 weekend 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		
Experience of working/volunteering in a charity retail customer facing role achieving sales and profit targets	E	A
Proven management or supervisory experience (minimum 1 year) within retail/charity shops, hospitality or services.	E	A
Experience of keyholding including opening up and locking up	E	A
Experience of premises management including cleaning	E	A
Qualifications		
Management, team leader or supervisor qualification	D	A
Literacy/numeracy up to Level 2 or equivalent	E	A
Health and Safety (minimum Level 2)	D	A
Emergency First Aid/First Aid at Work	D	A
Willingness to undertake further training, as required	E	I
Special Knowledge		
Knowledge of merchandising techniques and stock control systems	E	A
Strong leadership qualities with the ability to recruit and manage volunteers effectively	E	I
Demonstrable understanding of Health and Safety practices within a retail environment	E	I
Circumstances – Personal		
Provide a positive role model for volunteers	E	X
Willingness to be flexible and work weekends	E	I
No contra indications to personal background or criminal records indicating unsuitability to work with children, young people or adults at risk or in a position of trust.	E	R

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 till, sales 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		
Candidates should indicate an acceptance of a commitment to the principles underlying the YMCA's Equal rights policies and practices.	E	I
A commitment to YMCA White Rose's aims and objectives, including equal opportunities/ diversity policy.	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: £26,227.50 - £27,286.00 per annum FTE

CONTRACT TYPE: Permanent

HOURS OF WORK:

A working week of 37.5 hours Monday – Saturday, current hours are 08:30 – 15:30 Monday – Friday, 08:30 – 13:30 Saturday with the shop opening at 9am. Part time hours of 31.5 hours per week worked over 5 days will be considered.

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 4 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 22nd June 2026 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:

[YMCA White Rose - Job Application Form](#)

[Equal Opportunities Form](#)

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

Job Reference – WR25

The closing date for this role is by **Monday 22nd June 2026 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.

AI Use in Application Process Policy

The YMCA monitors the use of Artificial Intelligence tools (AI) by candidates in the job application process.

This policy aims to clarify the YMCA's expectations in relation to the use of AI tools in job application forms and documents. By setting clear expectations in terms of authenticity and accuracy throughout the application process, the YMCA's goal is to support a fair assessment of candidates' skills, qualifications and experiences.

1. AI Use

- All information provided in the application must be factually accurate and personally relevant. Therefore, the YMCA reserves the right to verify skills and experiences disclosed by candidates in their applications through further assessments or interviews.
- AI tools must not be used to generate responses that misrepresent an candidate's experience, skills, or qualifications.
- As AI-generated content can lack originality and specificity, candidates should avoid using AI tools to draft personalised responses to questions, especially those questions designed to assess problem-solving, interpersonal skills, or expertise.
- Your aim in completing the application should be to provide original responses that accurately reflect your skills, personality, knowledge and experiences.
- AI-generated content may also fail to address the main areas which the YMCA is trying to explore through the application process for the purposes of the role. Therefore, over reliance on AI-generated content is discouraged by the YMCA and as a result, may reduce a candidate's chances of success.
- The YMCA does not prohibit candidates from using AI tools to check their spelling, grammar, and clarity in their application form/documents.

2. Disclosure of AI use

- If AI tools are used to assist in any significant portion of the application (for example, preparing draft responses to open-ended questions), candidates must include a disclosure in their application, for example: *"Assistance from AI tools was used for the initial draft of this response."*

3. Misuse

- Providing false or misleading information through excessive AI assistance may lead to disqualification from the recruitment process.

Questions

If you have questions or queries in relation to the use of AI tools in your application, please do not hesitate to contact our HR team for further information on hr@fyldecoastymca.org.

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 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 Kimberworth Park

17 St Johns Green

Kimberworth Park

Rotherham

S61 3JL

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