YMCA | Here for young people
Here for communities
Here for you

Job Pack

Keyworker – Supporting Families

Part time (22.5 hours or up to 30 hours per week)

YMCA BRADFORD

Contents

A Welcome note to applicant …… 2

Bradford YMCA's Vision & Mission Statements ……. 3

Job Description ……..…….. 4-7

Person Specification …… 8-9

Terms & Conditions …….. 10-11

Selection and Interview Arrangements ……. 12

How to Apply …… 13-20

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 160 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 125 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. 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, the information you supply in the 'Religious Beliefs' section of your application will be taken into account in the selection process. If this is not the case, whilst you will be expected to respect the Christian ethos of the YMCA and uphold its values in your work, you are not required to complete the 'Religious Beliefs' section. 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.

Bradford YMCA Mission, Values and Ethos

Our Mission

The City of Bradford YMCA is:

- Part of a worldwide inclusive Christian Movement
- Working with people of other religious faiths and those of none
- To transform communities so that all young people truly belong, contribute and thrive

Our Values & Ethos

The City of Bradford YMCA is part of a worldwide Christian Movement and our guiding values are:

- Valuing each person, and especially young people, with respect and understanding
- Being inclusive and welcoming to all people of all religious faiths and none irrespective of sex, marital status, race, colour, nationality, ethnic origin, disability, age or sexual orientation
- Working for tolerance and understanding
- Demonstrating openness, fairness, integrity and accountability
- Committed to learning from experience
- Being flexible and open to change

JOB DESCRIPTION

Job Title:	Keyworker – Supporting Families
Department/Unit:	YMCA Bradford
Responsible to:	Team Manager – Children, Young People and Families

Job Purpose

We are looking to appoint a dynamic individual to join our Children, Young People and Families team to deliver whole family work and one2one work with children, young people and parents in a variety of settings including family homes, schools, youth and community settings.

Keyworkers will support families to achieve the following outcomes:

- Getting a good education
- Good early years development
- Improved mental and physical health
- Promoting recovery and reducing harm from substance use
- Improved family relationships
- Children safe from abuse and exploitation
- Crime prevention and tackling crime
- Safe from domestic abuse
- Secure housing
- Financial stability

Duties and Responsibilities

1. To work with a case load of families who have been appropriately identified as in need of Early Help support in line with the services practice standards.
2. To input and maintain family case files including assessment, plans and reviews and recordings on agreed database systems, including Early Help Module.
3. Undertake activities, including home visits and outreach to make contact and engage referred children, young people and families.
4. To undertake an assessment using the Early Help Assessment Tool (EHAT) ensuring the assessment is child-focused and undertaken in partnership with parents/carers and professionals to establish an understanding of the child and parent's needs, any existing or potential risk and to gain knowledge of the 'Childs' lived experience' and parental challenges.
5. Using the completed EHAT develop, with each family, an outcome focused plan. The support plan will be tailored to each member of the household and focus on areas identified through assessment.
6. To co-ordinate and follow up on all support plan activities, taking on the role of lead practitioner liaising with other agencies such as schools, voluntary and statutory services as required and making making onward referrals for specialist support if required.

7. To undertake Team Around the Family (TAF) reviews coordinating key professionals involved in supporting the family to review and update their plan to help them achieve their goals.
8. To deliver appropriate key work and/or one2one activities with children and young people on the caseload to address identified issues such as child exploitation, NEET etc.
9. To accompany and support children, young people and families on caseload to appointments e.g. to counselling, Job Centre etc. relevant to the outcomes they are working towards.
10. To work closely with referring schools and ensure children and young people on your caseload are achieving good attendance and working to their potential at school – in particular supporting children on caseload who are struggling with at key transition points
11. To ensure a speedy response to any crisis situation facing children, young people and families on caseload – liaising with other agencies and services as appropriate.
12. To exit families from caseload when their plans have been achieved, their needs have been reduced and they are settled into positive outcomes
13. To provide information for monitoring and evaluation on a monthly basis using agreed formats
14. To work in a multi-agency setting and to maintain collaborative working relationships with external agencies including attendance at locality based Family Hubs and Locality meetings.
15. To promote the work of the project and the YMCA including following marketing and PR policies and guidelines providing ideas and information and data when required – ensuring marketing materials are kept fully up to date with any service delivery changes
16. To fully commit and work in accordance with all YMCA Policies and procedures, in particular Code of Conduct, Equal Opportunities & Diversity, Health and Safety, Data Protection and Safeguarding.
17. To undertake agreed training and development activities.

Special Requirements and Environmental Factors:

1. To have a flexible approach and be willing to carry out further functions and roles as required by the management team.
2. To evidence an understanding of the needs of confidentiality
3. To actively promote equality and diversity
4. To work within the ethos of the Bradford YMCA

Safeguarding

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

As a staff member you will have responsibility for ensuring that YMCA Bradford'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 Bradford.

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 Bradford YMCA 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, R – References/Checks, X – Interview Presentation/Exercise

Personal Attributes	Essential (E) or Desirable (D)	Method of Assessment
Experience		
Experience of working to holistically address identified needs of children/young people aged 0-19 in paid or voluntary capacity.	**E**	**A**
Experience of working with parents in a paid or voluntary capacity.	**E**	**I**
Experience of working in a multiagency approach and relevant skills to act as a Lead Professional.	**E**	**A**
Experience of working with one or more of the following issues: • Children/Young people at risk of exploitation • Children/Young people with SEND • Children/Young People Missing from Education • Child or Parent Substance Use • Young Person or Parent economically inactive • Domestic abuse • Criminality • Mental ill health • Parenting	**E**	**A**
Qualifications		
Minimum L3 qualification in Health and Social Care or equivalent	**E**	**A**
PTTLS or Award in Education and Training	**D**	**A**
Literacy/numeracy up to Level 2 or equivalent	**E**	**A**
Training		
Willingness to undertake further training, as required	**E**	**I**
Special Knowledge		
Professional experience of working with children, young people and their families, including up-to-date knowledge and experience of safeguarding issues, risk management and procedures	**E**	**I**
Knowledge of agencies and services for children/young people and families	**E**	**I**
Knowledge of Bradford Children's Social Care and Early Help systems	**D**	**I**

Circumstances – Personal		
Provide a positive role model for children, young people and families.	**E**	**I**
Willingness to be flexible and work evenings/ weekends	**E**	**I**
Holder of a full driving licence and access to own vehicle.	**E**	**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**	**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 database and spreadsheet records.	**E**	**A**
Good written communication skills	**E**	**A**
Good verbal communication skills	**E**	**X**
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 Bradford YMCA's aims and objectives, including equal opportunities/ diversity policy.	**E**	**I**

TERMS & CONDITIONS

SALARY: £27,945 - £29,000 per annum FTE (£16,766.99 - £17,399.99 pro rata)

CONTRACT TYPE: Part-time hours of either 22.5 or up to 30 hours per week

HOURS OF WORK: A Part-time working week of a minimum of 3-4 days per week, this post will involve some after schoolwork. A time off in lieu (T.O.I. L) system is in operation and must be agreed with your line manager.

PAID LEAVE ENTITLEMENT: 23 day (pro rata) paid leave is allowed. 1 extra day's holiday will be awarded for completing 2,4,6,8 and 10 years' service up to a maximum of 28 days (excluding bank holidays). Additional paid leave is granted for 8 statutory Bank Holidays as specified in the Contract of Employment.

SICK PAY: As per contract of employment

DBS Checks: This post requires an enhanced DBS check, the post will be offered subject to satisfactory DBS clearance

TRAVEL: A travel allowance of 45pence per mile is payable, where travel between sites is specified as a requirement in the role.

PENSION: To comply with the new law regarding Pension Automatic Enrolment, depending on your circumstances, you will be automatically enrolled into our qualifying pension scheme, provided by NEST 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.

DISIPLINARY & 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 Bradford'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.

Selection & Interview Arrangements

Interview Panel	TBC
Closing Date	9am Monday 16th November 2026
Short listing	TBC
Notification of shortlist (Successful candidates only)	TBC
1st Round Interviews	TBC
2nd Interview Date and Process Assessments	TBC
Panel Decision and Notification	TBC

How to Apply

To download an application pack visit: https://www.ymca-fyldecoast.org/about-ymca-fylde-coast/careers-at-ymca-fylde-coast/

Completed application forms should be submitted by email with supporting statements securely attached to:- bradfordrecruitment@fyldecoastymca.org by **closing date of 9am Monday 16th November 2026**

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 Bradford YMCA 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.

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

YMCA BRADFORD POLICY STATEMENT 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.

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 BRADFORD

YMCA | 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