GUIDANCE NOTES

APPLYING FOR A JOB WITH NOTTINGHAMSHIRE YMCA

Introduction

Thank you for your interest in working for Nottinghamshire YMCA. Please read these notes as they will help you to fully complete your application form and will also give you information about working for us. Please note that due to our commitment to safeguarding children, young people and vulnerable adults many of our posts are subject to a DBS check and robust referencing.

# 1. Completing your Application Form

On your application form you need to show us how you meet the requirements, being assessed by A (which stands for Application) listed on the person specification.

The main points to remember when filling in your application form are:-

* Use dark ink or black font
* Fill in **all** the sections of the form – please do not send a CV in isolation as it will only be considered alongside a completed application form
* Read the job description and person specification carefully and think how your skills, knowledge and experience meet the requirements
* Show how you meet the requirements marked with an “A” on the person specification. It may help you to organise your information if you use the requirements as individual headings
* Fill in your form as fully as possible as we will not make assumptions about your abilities and will not take into account previous applications or previous knowledge about you
* Please make sure that if you say you can do something you give evidence of this on your application form
* If you have insufficient space then please continue on additional sheets ensuring they are all included when you submit your application to us
* If possible make a copy of your completed form and keep it for future reference
* Remember that the other requirements not marked with an “A” on the person specification will be tested elsewhere during the recruitment process e.g. in the interview, by a test, by looking at your documents etc
* Please ensure you return the application form to us before the closing date, as we don’t normally accept late applications
* Mark the envelope “Application Form” and post it to HR, Nottinghamshire YMCA,
* 7 Mansfield Road, Nottingham, NG1 3FB

# 2. What Next?

Due to our charitable status we try to contain costs and therefore do not acknowledge receipt of your form or contact applicants who have not been shortlisted.

If you have been shortlisted we will try to contact you within 3 weeks of the closing date so if you haven’t heard by then please assume that you haven’t been short-listed on this occasion.

#### 3. Note for Disabled Applicants

Alternative Formats - If you need us to send you the application form and job details in a different format please contact Human Resources on 0115 9489845 or email us on hr@nottsymca.org

## 4. Working for Nottinghamshire YMCA

**Our Mission statement**

 ***“Our mission, based on Christian values, is to develop the mind, body and spirit of individuals, families and communities and to improve health and well being for all.”***

* You will join an organisation that is working towards a culture where its Christian core values of honesty, caring, respect and responsibility are at the centre of all we do.
* All contracted employees enjoy a minimum of 31 days annual leave each year inclusive of bank holidays rising by a day a year for the first five years of employment, rising by a further two days after ten years and a further two days after fifteen years service.
* You are offered free membership of our city centre gym and CrossFit gym plus half price membership for a friend or family member.
* If you are new to Nottinghamshire YMCA you will be subject to a probationary period of 6 months during which you will receive regular assessment, support and feedback. If, at the end of this period we are happy with your work and conduct, your employment will be confirmed.
* After successfully completing your probationary period you will be eligible for a range of employee discounts and benefit schemes including assistance towards childcare costs, travel costs, gym membership or a health cash plan plus access to a green travel loan or a training loan.
* You will be auto enrolled into our pension scheme with Royal London - a well known and recognised pension provider.
* Every contracted member of staff can have up to a day each year as Volunteer Leave to volunteer for one of our chosen volunteer initiatives.
* Due to the nature of our work many of our posts are subject to a DBS Check and depending on your position you might be required to register with the DBS Update Service. As part of your offer of employment we will need to check your update service status or you will be sent a link by Atlantic Data Disclosures which you will need to complete to apply for a DBS. We will pay for this but if you leave within 6 months the cost will need to be reimbursed.
* We have good quality drinking water and free tea, coffee and other refreshments at all sites.
* You will be offered a range of development and training opportunities including work shadowing and attendance at internal and external courses.
* You will have access to our workplace chaplain.
* As a Mindful Employer we are positive about supporting staff with mental health issues as well as physical health issues. There is a comprehensive wellbeing offering including qualified Mental Health Champions and access to confidential external counselling.
* In the autumn / winter months we offer reimbursement for any staff who want a flu jab and have to pay for it.
* Your salary will be paid straight into your bank on the 22nd of each month or the last working day before this date.
* We operate a non smoking policy in all our buildings, grounds and communal areas.

We look forward to receiving your application.

The HR Team

Nottinghamshire YMCA