###### APPLICANT REF. NO: /ILSW/25

**Equal Opportunities Monitoring**

###### **Please return this form with your application. This section will be detached from your application prior to shortlisting and will be used solely for monitoring purposes. Your answers will be treated in strict confidence and will not be made known to those involved in short listing or interviewing.**

###### Carrickfergus YMCA recognises and actively promotes the benefits of a diverse workforce and is committed to treating all applicants and employees with dignity and respect regardless of race, gender disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

### **COMMUNITY**

###### Please indicate the community to which you belong by ticking the appropriate boxes below.

**Religion:**

###### 🗆 Roman Catholic 🗆 Protestant 🗆 No religious background 🗆 Other religious background

###### **White:**

###### 🗆 British 🗆 Irish 🗆 Any other white background

**Mixed:**

###### 🗆 White & Black Caribbean 🗆 White & Black African 🗆 White & Asian 🗆 Any other mixed background

###### **Black:**

###### 🗆 Caribbean 🗆 African 🗆 Any other Black background

**Asian:**

###### 🗆 Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Any other Asian background

###### **Chinese or Other Ethnic Group:**

###### 🗆 Chinese 🗆 Other Ethnic Group\* please specify

### **GENDER** Please specify:

**DATE OF BIRTH** 

**DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?** 🗆 Yes 🗆 No

The Disability Discrimination Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities”.

If yes, please state the nature of disability.

If you wish you may provide information about your sexual orientation here:

How did you become aware of this vacancy?

Media: Date: Reference:

**Upon completion please return this form to gillian.courtney@carrickymca.org**

**By the closing date for applications**

**Declaration and Consent Form for Regulated Activity**

| **DECLARATION OF CONVICTIONS** |
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| Carrick YMCA is committed to safeguarding children, young people, andadults at risk and to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be considered only when the conviction is considered materially relevant to the position applied for.  You have applied for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012. This post is not open to anyone who is included on the Childrens or Adults Barred List. It is an offence for anyone named on the Childrens or Adults Barred list to work/volunteer in regulated activity.  It also falls within the position of an ‘excepted’ position under The Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means you must tell us about all offences and convictions, including those considered ‘spent’, which are not protected ( as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014). Carrick YMCA has a policy on the Recruitment of ex-offenders which can be provided on request from the email below. Having a criminal record will not necessarily debar you from working with the YMCA. This will depend on the nature of the position, the circumstances and background of your offence/s, or other information on a disclosure certificate.  If you are considered to be the preferred candidate and are being offered the position, this information will be verified through an Access NI Enhanced Disclosure Check (EDC). The EDC will tell us about your criminal record history (and, if the post is regulated activity, if your name has been included in a Barred list) It is to make sure that individuals who are considered a risk to children are not appointed.  The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed. If you do not consent, we will not accept your application. As an organisation using Access NI, to help assess the suitability of applicants for positions of trust, Carrick YMCA complies fully with Access NI’s Code of Practice [Access NI Code of Practice October 2020](https://www.nidirect.gov.uk/sites/default/files/2021-11/accessni-code-of-practice.pdf). Carrick YMCA also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation about the safe handling, use, storage, retention and disposal of Disclosure Information. A full copy of this policy can be made available upon request from the email below.  Please complete the attached form and return it with your application. The form also asks you to give your written consent to the AccessNI Check and to agree to further inquiries being made relevant to the declaration, which will only be obtained if you are the preferred candidate.  Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s): how circumstances have changed and what has been learnt from the experience. Applicants can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information |

| **DECLARATION OF CRIMINAL CONVICTIONS, CAUTIONS & BIND-OVER ORDERS**  **In confidence (Please delete as applicable)** |
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| 1. Are you included in the Barred List? Yes No   If yes, please give details: |
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| 1. Do you have any cases pending? Yes No   If yes, please give details: |
| 1. Do you have any convictions, cautions, informed warnings, diversionary youth conferences or bind-over orders that are not subject to filtering (as defined by the Rehabilitation of Offenders (Exemptions) Order (NI) 1979 as amended in 2014)   Yes No  If yes, please provide details: |
| 1. Have you ever been the subject of a Child Abuse investigation that alleged that you were the perpetrator?   Yes No  If yes, please provide details: |
| 1. Do you have the right to legally work in the UK?   Yes No |

| **DECLARATION AND CONSENT**  The information on the application form will be held and processed by the requirements of the Data Protection Act 1998 and in line with Carrick YMCA’s Data Protection Policy and Procedures.  I understand that the information is being used to:   * Process my employment application * Form the basis of a computerised record on the recruitment system for processing and monitoring purposes * Form the basis of a manual job file with other application forms and will be used for processing * If appointed, form the basis of a manual and computerised employment record**.**   I declare that the information I have given is true and complete to the best of my knowledge. I understand that I may be asked to complete an Access NI Disclosure Certificate application form if I am considered to be the preferred candidate.  I consent to the appropriate Access NI check being made if required and agree to enquiries relevant to this declaration.  I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed. |
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| Signature: Date: |
| Print Name |
| Any surname previously known by: |
| Position applied for: |

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