

HOW TO APPLY

Please read through the following guidelines, which will help you to complete your application.

Please ensure that:

- You complete all sections of the form.
- The form is tidy. Try to avoid mistakes. Always proofread before submitting your application.
- If applying for several jobs, please submit a separate application form for each job, indicating the relevant job title and location on each form.

YMCA Cheltenham welcomes applications from diverse candidates

- Criminal records will be taken into account for recruitment purposes only when the conviction(s) is relevant to the role. Having a conviction will not necessarily prevent a candidate from being employed; this will depend on the circumstances and background of the offence(s) in relation to the particular requirements of the job.
- Experience of homelessness is not a barrier to recruitment; we positively encourage applications from people who have experience of homelessness.

In all cases:

- Type or write clearly in black ink
- Please e-mail your completed Application Form and Equal Opportunities Monitoring Form to HR@cheltenhamymca.com (no CVs or additional papers) or post to HR Department, Cheltenham YMCA, 6 Vittoria Walk, Cheltenham GL50 1TP.
- Ensure you clearly state the correct job title and location.
- Within 'Previous Employment' section, always state why you have left a position. This may be checked.
- Always explain any gaps in work history, eg travelling, maternity leave, periods of homelessness. Explaining gaps avoids any unfounded assumptions being made.