



YMCA HUMBER

Recruitment : Applying with Confidence

Belong. Contribute. Thrive.

Welcome

At YMCA Humber, we are committed to making our recruitment process fair, transparent, and legally compliant. We want every applicant to feel confident that they will be treated with respect and that their personal information will be handled securely.

This booklet guides you through our recruitment process, from submitting your application to interviews, references, and final decisions. It explains how we protect your personal data and the steps we take to ensure equal opportunities, so everyone is considered based on their skills, experience, and suitability for the role.

Our aim is to make your experience clear, straightforward, and positive, and to reassure you that fairness, transparency, and candidate wellbeing are at the heart of everything we do.

Our Commitment to Fair Recruitment

At YMCA Humber, we believe that everyone deserves a fair and equal chance when applying for a role. Our recruitment process is designed to be open, transparent, and fully compliant with UK employment law and data protection regulations. We make decisions based solely on your skills, experience, and suitability for the position, and we handle all personal information with the utmost care, confidentiality, and respect.

We are committed to creating a recruitment experience that is free from discrimination of any kind, including age, gender, race, religion, disability, sexual orientation, or any other protected characteristic. Our aim is to ensure every applicant feels valued, supported, and confident that their application will be treated fairly throughout the process.

What Personal Information We Collect

To assess your application, we ask for information that is relevant to the role, such as:

Your Identity and Contact Details	name, address, phone number and email contact.
Education and Qualifications	degrees, certifications and training relevant to the role.
Work Experience	previous job history, roles and level of experience.
Job-relevant Skills	technical abilities, languages and professional accreditations.

At the point of being offered a role with the organisation we will as part of our onboarding process and safer recruitment request the following additional checks and data collection :

References	most recent professional employer and one further reference.
Disclosure and Barring Check (DBS)	Enhanced DBS check required for all roles within the organisation.



We value your privacy and want you to feel confident that your personal information is safe with us. Your details are stored securely, both online and in paper form, and only our recruitment team can access them. We keep your information only for as long as it's needed to process your application or meet legal requirements. If we ever need to use your information for anything else, we will always ask for your permission first.

The Recruitment Process

Step 1 APPLICATION	<ul style="list-style-type: none">• Submit your CV and Covering Letter to us directly or via the Indeed Portal• You will be able to access the privacy notice explaining how we handle your data.
Step 2 SHORTLISTING	<ul style="list-style-type: none">• Applications are assessed based on objective role-relevant criteria.• Only candidates who meet the requirements are invited for an interview.
Step 3 INTERVIEWS	<ul style="list-style-type: none">• Interviews are structured and standardised to ensure fairness.• Questions are focused on your experience, skills and suitability for the role.
Step 4 OUTCOMES	<ul style="list-style-type: none">• We communicate the outcome of your application and interview clearly.• Additional feedback can be provided on request.

Your Rights as a Candidate

Under UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, you have the right to:

- Access the personal data we hold about you.
- Request correction of inaccurate information and deletion of your data where appropriate.
- Understand how and why your data is used.
- Raise concerns with the Information Commissioner's Office (ICO) if necessary.

At YMCA Humber we will only collect information relevant to recruitment, store it securely, and retain it in line with our legal obligations and retention policy.

Interview Adjustments and Support

If you require any reasonable adjustments or additional support during the recruitment or interview process, please let us know as early as possible. We are committed to providing an inclusive and accessible experience and will work with you to ensure you are able to participate fully and perform at your best.

Equal Opportunities and Inclusion

YMCA Humber is committed to equality of opportunity in line with the Equality Act 2010. Recruitment decisions are based solely on merit and the requirements of the role, supported by fair and transparent selection processes and training in inclusive recruitment practices. We welcome applications from people of all backgrounds and communities and are committed to creating an inclusive and supportive recruitment experience for all applicants.

Our Commitment to You

When you apply to YMCA Humber, you can expect:

- Confidential and respectful handling of your application.
- Fair, objective decision-making against clear criteria.
- Safer recruitment checks where required for the role.
- Compliance with all relevant employment, safeguarding, and data protection legislation.

If you require any adjustments or support during the process, please contact our People and Policy Manager.

We believe that diversity makes us stronger. By signing equality, diversity and inclusion pledges, YMCA Humber demonstrates its ongoing commitment to fairness, inclusion and equal opportunities for our employees, residents, young people and wider community.

We are committed to creating a culture where everyone feels respected, valued and able to thrive. This means actively challenging discrimination, promoting inclusive practices, listening to diverse voices, and ensuring our policies and services are accessible and responsive to the communities we serve.

We recognise that inclusion is an ongoing journey, and we continually review and improve our practices to ensure they reflect our values and legal responsibilities.



We are proud to be a Disability Confident Committed employer. This pledge reflects our dedication to creating a supportive and accessible workplace where disabled employees are valued, empowered, and given equal opportunities to develop and succeed.



As an organisation committed to equality, diversity, and inclusion, we have signed the Menopause Workplace Pledge to raise awareness, support employees experiencing menopause, and foster a workplace culture where everyone's health and wellbeing are valued.



We proudly support the Armed Forces Covenant, recognising the unique contributions of service personnel, veterans, and their families, and pledging to ensure they are treated fairly, supported, and valued in the workplace and wider community.

Thank you for considering YMCA Humber.

We value the time and care you have taken to apply and appreciate your interest in joining our team. We are committed to ensuring that every applicant's experience is fair, transparent, inclusive, and respectful.

YMCA Humber welcomes applications from people of all backgrounds and communities. We are committed to safer recruitment practices and to promoting equality, diversity, and inclusion at every stage of the process.

We look forward to reviewing your application and thank you again for your interest in working with us.

Ceinwen Fews

People and Policy Manager (HR)

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