

Application Form for Voluntary Work with Children, Young People and Vulnerable Adults

Safeguarding Policy: Appendix 11

We ask all prospective workers with children, young people and vulnerable adults to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate authority.

Personal Details

We may need to see birth/marriage certificates to check names.

Full Name _____

Maiden/All former Name(s) _____

Date and place of birth ____/____/____ _____

Address _____

Town/City _____

County _____

Postal Code _____

Daytime Telephone No _____

Evening Telephone No _____

Email Address _____

Needed for DBS report

How long have you lived at the above address? _____ Years

Have you ever had an offer to work with children/young people declined?

YES NO (Please tick)

If yes, please give details

References

Please give the names, addresses, telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference. If you have recent working experience with children, young people or vulnerable adults, whether paid or voluntary, then it would be preferable to include a reference from an individual that could give a personal reference. In addition we reserve the right to take up character references from any other individuals deemed necessary.

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Name	_____	_____
Address	_____	_____
Town	_____	_____
City/County	_____	_____
Postal Code	_____	_____
Telephone No	_____	_____
Role	_____	_____

Declaration (see note below*)

Have you ever been charged with or convicted of a criminal offence; or are you at present the subject of criminal investigations? (NB the disclosure of an offence may not prohibit your appointment)

YES NO (Please tick)

If yes, please give details including the nature of the offence(s) and dates.

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility?

YES NO (Please tick)

If yes, please give details and dates.

To your knowledge have you ever had any allegation made against you which has been reported to, and investigated by, Social Services and/or the Police?

YES NO (Please tick) If Yes we will need to discuss this with you.

It is a mandatory requirement that you receive a satisfactory report from the Disclosure and Barring Service (DBS). The DBS replaced the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) and came into effect from December 2012.

I give consent for the appropriate individuals to check my DBS report status. If I subscribe to the DBS update service I also consent to such individuals completing an annual update check.

I confirm that the submitted information is correct and complete

Signed _____

Date _____

***Because of the nature of the work for which you are applying this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church.**