

The Beacon Church, Whitchurch

Job Application / Information Form

APPLICATION FORM FOR PAID OR VOLUNTARY WORK WITH CHILDREN AND YOUNG PEOPLE

We ask all prospective workers with children and young people or 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.

1. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name and, if necessary, proof of your right of residence and employment in the UK.

Full Name

Maiden/Former Name(s)

Date and place of birth ___ / ___ / ___ _____

Address :

_____ Postcode _____

Daytime Tel No: _____

Evening Tel No: _____

Mobile Tel No: _____

Email address: _____

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

If less than 5 years, please give previous address(es) with dates

From/To ___ / ___ / ___ ___ / ___ / ___

Previous Address _____

_____ Postcode _____

From/To ___ / ___ / ___ ___ / ___ / ___

2. Employment History

Please tell us about your past and current employment / voluntary work in the table below.

Employers Name and Address	Employed From (Date)	Employed to (Date)	Job Title & Description	Reason for Leaving

3 Are you currently working in any other child care position in either a voluntary or paid capacity? If yes please give details:

Name of the organisation:

Address:

Contact person in organisation:

Telephone Number:

Post you are employed in (please give details of your duties):

4. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, one of these should be your present employment (paid or voluntary). You should also provide details of your church minister / leader. We reserve the right to take up character references from any other individuals deemed necessary.

	1	2
Name	_____	_____
Address	_____	_____
Town	_____	_____
City/County	_____	_____
Postal Code	_____	_____
Telephone No	_____	_____
Relationship	_____	_____

Church minister / leader
Name _____

Address _____

Telephone No. _____

Please would you complete the attached voluntary disclosure form, place it in a sealed envelope and address it to Dave Williams (the person responsible for processing Criminal Records Bureau Checks) with whom you are welcome to discuss any aspects of this procedure.

Disclosure Check: please confirm that you understand and agree to a Disclosure check should you be successful with this application for a post involving working with children.

NB For posts working in England and Wales and Northern Ireland a disclosure check can also be undertaken on those working with vulnerable adults.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent the voluntary disclosure form to the recruiter in a separate, sealed envelope.

Signed _____ Date _____

The Beacon Church, Whitchurch

Self-Declaration Form for a Position requiring a Disclosure.

STRICTLY CONFIDENTIAL

As a church we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and all other relevant legislation.

All applicants are asked to complete this form and return to us in a separate sealed envelope to:

Dave Williams

(Name of person in our church processing Criminal Records Bureau checks)

Address: Rainbow Cottage, Manor House Lane, Higher Heath, Whitchurch, Shropshire, SY13 2HN

Appointment:

Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigation/pending prosecution?

YES NO (Please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

Police Investigations – this should include relevant police non-conviction information.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

YES NO (Please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and reason for this, and disposal(s) if known.

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

YES No (Please tick)

If yes, please provide details, we will need to discuss this with you.

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

YES No (Please tick)

If yes, please provide details, we will need to discuss this with you.

DECLARATION

To help us ensure that we are complying with child protection laws, please read the accompanying notes and complete the following declaration.

I (full name) _____

of (address) _____

confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999.

I consent to a criminal records check being carried out. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Protection of Children Act 1999.

I agree to inform the person within the church responsible for processing applications for Criminal Records Bureau checks if I am convicted of an offence after I take up any post within the church. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my working with children or vulnerable adults.

I agree to inform the person within the church responsible for processing applications for Criminal Records Bureau if I become the subject of a police and/or social services / social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children.

Signed: _____ Date: _____

WORKING WITH CHILDREN AND YOUNG PEOPLE

The Disclosure of an offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves substantial, unsupervised contact with children, all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through The Criminal Records Bureau (CRB).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. 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 (Exemptions Order 1975), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. 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/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The CRB Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children at risk.

As a church we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the CRB.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children. Should ever we need to refer an individual to the list of people deemed unsuitable for working with children known as the PoCA List held by the Department of Health, then we would also inform them of any knowledge we have of that individual working in any other child care position.

Notes for England and Wales Only:

Under the Protection of Children Act (PoCA) 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or Department of Education & Skills List 99 where that employment involves regular contact with young people under the age of 18.

Under the Protection of Children Act 1999 it is an offence for an individual who is disqualified from working with children from applying for, offering to do, or accepting any work in a child care position.