

Application form for paid or voluntary workers with children and young people

Meadow Way Chapel, Hellesdon, Norwich

CONFIDENTIAL

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

1. Personal Details

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

Full Name:

Maiden/All former names(s):

Date and place of birth:

Address:

Town:

City/Country:

Postal Code:

Daytime Phone No: Evening Phone No:

Mobile Phone No:

Email Address:

How long have you lived at the above address? Years

If less than 3 years, please previous address(es) with dates

From: To From: To

Previous: Previous:

Address: Address:

.....

.....

Town: Town:

City/County: City/County:

Postal Code: Postal Code:

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NV

Church phone number: 01603 484784

Church web site: <http://www.meadow-way.org.uk>

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Please tell us about your Christian experience (i.e. how long have you been a Christian, which Church(es) have you attended and dates, name of minister/leader, any activities undertaken.)

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Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

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

YES NO (Please tick)

If yes, please give details:

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Do you suffer; have you suffered any illness which may directly affect your work with children or young people?

YES NO (Please tick)

If yes, please give details:

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2. Employment History

Please tell us about your past and current employers in the table below:

Employers name & address	Employed from (date)	Employed to (date)	Job title & description of duties	Reason for leaving

3. References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference. In addition we reserve the right to take up character references from any other individuals deemed necessary.

1	2
Name:	Name:
Address:	Address:
Town:	Town:
City/County:	City/County:
Postal Code:	Postal Code:
Phone No:	Phone No:
Role:	Role:

4. Declaration

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:

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4. Declaration (continued)

Has there ever been any cause for concern regarding your conduct with children?

YES NO (Please tick)

If yes, please give details:

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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.

As this post involves substantial, unsupervised contact with children or vulnerable adults, 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/Scottish Criminal Records Office. 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*. 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 or vulnerable adults at risk.

Please would you complete the attached voluntary disclosure form, place it in a sealed envelope and address it to George Herbert, Meadow Way Chapel recruiter, with whom you are welcome to discuss any aspects of this procedure.

I have sent the voluntary disclosure form to the Meadow Way Chapel recruiter in a separate, sealed envelope.

I confirm that the submitted information is correct and complete.

Signed:

Date:

As a church / organisation we undertake to meet the requirements of the Data Protection Act 1998*, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000*
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The Disclosure of an offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy

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 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

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 Criminal Records Bureau/Scottish Criminal Records Office.

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

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