

APPLICATION FORM

(For Work with Children and Vulnerable Adults)

Fernielea Gospel Hall asks all prospective workers with children and vulnerable adults to complete this form. We will keep the information confidentially, unless requested by an appropriate authority.

Please write legibly, in ink, using BLOCK CAPITALS. Once you have completed the form sign the Declaration on the final page, and sign each page at the foot, where indicated.

1. Personal Details

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

Full Name	
Maiden/All former Name(s)	
Age (If over 18 then record 18+) and place of birth	
Address	
Town	
Postal Code	
Daytime Telephone No.	
Mobile Telephone No.	
E-mail	

2. Experience

a) 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 elder/minister/leader, any activities undertaken.)

b) 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.

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

YES NO (Please delete as appropriate). If yes, please give details

d) Do you suffer, or have you suffered, from any illness, which may directly affect your work with children or young people?

YES NO (Please delete as appropriate). If yes, please give details

Signed By Applicant: _____

APPLICATION FORM

(For Work with Children and Vulnerable Adults)

3. References

If the applicant is a member of Fernielea Gospel Hall and not under any recorded disciplinary process then references are not required.

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.

	1 st Referee	2 nd Referee
Name		
Address		
Town		
County		
Postal Code		
Telephone No		
Role		

4. Conduct with Children and Vulnerable Adults

Have you ever been involved in court proceedings regarding your conduct with children or vulnerable adults?

YES NO (Please delete as appropriate). If yes, please give details and dates

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

YES NO (Please delete as appropriate).

If yes, we will need to discuss this with you/

5. Position applied for

Circle the **first** appropriate position for any of the relevant ministries you are going to be involved in.

1) Ministry Supervisor

2) Ministry Worker

3) Ministry Helper

APPLICATION FORM

(For Work with Children and Vulnerable Adults)

As this post involves substantial, 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. 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.

6. Declaration

I have sent the voluntary disclosure form to the Co-ordinator in a separate, sealed envelope.

I have read and understood the Safeguarding Policy.

I have read and understood the appropriate job description for the role I'm applying for..

I have read, understood, signed and returned the code of conduct form.

I confirm that the submitted information is correct and complete.

Signed _____

Date _____

Office Use Only		
	Date	Signature
Signed application form received		
Code of Conduct form received		Safeguarding co-ordinator
Interviewed by Ministry Supervisor		
If applicable References received		
PVG disclosure completed		Safeguarding co-ordinator
3-month review		