

# Paid or Voluntary Job Application Form



We ask all prospective workers with children, young people and adults 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 place of worship/organisation, unless requested by an appropriate authority.

Position applying for (See Job Description)			
Full Name			
Maiden / Former Names			
Date of Birth	<i>dd/mm/yyyy</i>	Place of Birth	
Current Address			
Postcode			
Mobile Tel			
Home Tel			
Email Address			
Time at current address	Years		Months
If less than 5 years, please give previous addresses below with dates			
Address 1			
Postcode			
Time at Address 1	Years		Months
Address 2			
Postcode			
Time at Address 2	Years		Months
Please tell us about your Christian experience/experience in the church(es)/organisation(s) you have been involved in, including names, dates and detail of the areas of your involvement.			

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

--

Have you ever had an offer to work with children, young people or adults with care and support needs declined?

Yes		No		If Yes, please give details below
-----	--	----	--	-----------------------------------



Please tell us about your past and current employment / voluntary work in the table below. (Start with your most recent employment or work and if you still with them then please put N/A in reason for leaving.)

**Employment / Work 1**

Employers Name and Address	
Employed from and to	mm/yy to mm/yy
Job title and description	
Reason for leaving	

**Employment / Work 2**

Employers Name and Address	
Employed from and to	mm/yy to mm/yy
Job title and description	
Reason for leaving	

**Employment / Work 3**

Employers Name and Address	
Employed from and to	mm/yy to mm/yy
Job title and description	
Reason for leaving	

<b>Employment / Work 4</b>			
Employers Name and Address			
Employed from and to		mm/yy to mm/yy	
Job title and description			
Reason for leaving			
<b>Employment / Work 5</b>			
Employers Name and Address			
Employed from and to		mm/yy to mm/yy	
Job title and description			
Reason for leaving			
<b>Employment / Work 6</b>			
Employers Name and Address			
Employed from and to		mm/yy to mm/yy	
Job title and description			
Reason for leaving			
Please give details below for 2 referees and also the senior leader of your place of worship. If you currently employed one of the referees should be your employer.			
<b>Referee 1</b>			
Name			
Address			
Telephone	Mobile		Work
Email			
Relationship to you			
<b>Referee 2</b>			
Name			
Address			
Telephone	Mobile		Work
Email			
Relationship to you			
<b>Place of worship - Senior leader</b>			
Name			
Address			
Telephone	Mobile		Work
Email			
Name of place of worship			

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 Self-Declaration Form to the Recruiter in a separate, sealed envelope. If signing electronically, please enter your name, or a picture of your signature, and we will consider the form being emailed to the lead recruiter as confirmation of submission. The Self-Declaration Form must be printed off and signed by hand.

Signed		Date	dd/mm/yyyy
--------	--	------	------------

**Self-declaration Form for a Position Requiring an Enhanced Level Check/Enhanced Level Check with Barring Disclosure**

**STRICTLY CONFIDENTIAL**

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 2018 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants that require an Enhanced Disclosure are asked to complete this form, detach it from the Application Form and return it, to the Recruiter detailed below, in a separate sealed envelope

<b>Lead Recruiter</b>	Alison Carmichael
<b>Address</b>	c/o Ingatestone Elim Church High Street Ingatestone Essex CM4 9EY

**Position Applied for**

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules\*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules\*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974\*\* and the DBS filtering guidance\*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes		No	
-----	--	----	--

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.

<hr/> <hr/> <hr/> <hr/>
-------------------------

If the role is in relation to children and young people, has there ever been any cause for concern regarding your conduct with children, young people?

Yes		No	
-----	--	----	--

If yes, please give details

<hr/> <hr/>
-------------

If the role is in relation to adults at risk or with care and support needs, has there ever been any cause for concern regarding your conduct with adults?

Yes		No	
-----	--	----	--

If yes, please give details

<hr/> <hr/>
-------------

**Declaration**

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_

of (address) \_\_\_\_\_

consent to a criminal record check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed		Date	
--------	--	------	--

For notes marked with an \* please see the attached notes.

[\\*https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)

<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

[\\*\\*https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/216089/rehabilitation-offenders.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf)

## **LEGALESE – ATTACHED NOTES**

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

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal record check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. 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 Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Service 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. As a place of worship/organisation 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 and all amendments made on or before May 25<sup>th</sup> 2018 ( the date of GDPR coming into effect), as well as the expectations of the DBS.

### **Notes for England and Wales - Children and Young People**

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>