

# Application Form for Paid Work with Children and / or Young People

**Name of Church or Organisation** .....

We ask all prospective workers with children and young people (0 – 18 years) 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 statutory authority.

## 1 Personal Details

Full name .....

Other names by which known in past .....

Address .....

Postcode .....

Telephone Number.....(Daytime).....(Evening).....(Mobile)

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

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

From ...../...../..... To ...../...../..... From ...../...../..... To ...../...../.....

Address ..... Address .....

Postcode ..... Postcode .....

## 2 Experience and skills

Please tell us about your Christian experience (ie how long have you been a Christian, which church(es) have you attended (with dates), any activities undertaken):

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**2. Experience and skills (continued)**

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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Do you suffer, or 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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**3 Educational History**

Please give details of educational institutions attended and qualifications obtained (with dates):

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**4 Employment History**

(form 5 continued)

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

<i>Employer's Name and Address</i>	<i>Employed from (date)</i>	<i>Employed to (date)</i>	<i>Job Title and description of duties</i>	<i>Reason for leaving</i>

*Continue on a separate sheet if necessary.*

**5 Reasons for applying**

Please tell us why you are applying for this position and what gifts and strengths you believe you will bring to the position. Continue on a separate sheet if necessary.

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**6 References**

Please give the names, addresses and telephone numbers and role or relationship of three people who know you well and who would be able to give a personal reference and comment on your character and your competence to work with children and/or young people. If you have experience working with children and/or young people, at least one referee should be a colleague with whom you have worked. At least one referee should be from your present or past employer (if applicable). In addition we reserve the right to take up character references from any other individuals deemed necessary.

*(see next page)*

(form 5 continued)

1. Name .....	2. Name .....
Address .....	Address .....
.....	.....
.....	.....
Postcode .....	Postcode .....
Connection with you .....	Connection with you .....
3. Name .....	
Address .....	
.....	
.....	Postcode .....
Connection with you .....	

**7 Criminal Records 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? **(Please note:** 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 (all convictions, whether spent or unspent, cautions, reprimands and final warnings should be disclosed):

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If offered the post, do you agree to co-operate in obtaining a Criminal Records Bureau Disclosure at the Standard or Enhanced level?\*

Yes  No  (Please tick)

**8 Declaration**

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 1974 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.