

Application Form for Voluntary Workers

Model application form for completion by volunteers applying for a position working with children and/or young people in the church.



Application Form for Voluntary Work with Children and Young People

Name of Church or Organisation

We ask all prospective workers with children and young people (0 – 18) 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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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 *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 and comment on your character and work with the church. At least one referee should be external to the church. If you have experience working with children and/or young people, at least one referee should be a colleague with whom you have worked. If you have moved from another church in the past five years, one referee should be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name	Name
Address	Address
Postcode	Postcode
Connection with you	Connection with you

4 **Criminal Records Declaration**

Because of the nature of the duties the postholder would be expected to undertake, the successful candidate will be required either to make a full declaration of their past criminal record or will be asked to co-operate in obtaining a Standard or Enhanced Disclosure from the Disclosure and Barring Service.

If considered suitable for the post, do you agree either to make a full declaration of your criminal record or to co-operate in obtaining a DBS check at the Standard or Enhanced level?*

Yes No (Please tick)

* 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.

5 **Declaration**

I confirm that the submitted information is correct and complete.

Signed Date

Privacy Notice [Please amend to suit your church]

Under Data Protection legislation the church Charity Trustees of [Insert Church name] are the Data Controller and can be contacted by ringing [xxxxx xxxxxxxx] or emailing [xxxx@xxxxxxx] We are collecting this information to enable us to enter into a volunteering agreement with you. If you are unable to provide this information then we will be unable to enter into that agreement. The information you supply in this form, along with any records of your work in this role will be – [Held on the church office computer which is password protected and accessed only by the Ministers, Church Secretary and Church Administrator.] As your role involves working with children, young people or adults at risk the information you supply will be held by the church for 75 years after you resign your role in line with the Baptist Union of Great Britain Safeguarding Record Keeping Guide.

If appropriate, information from these documents may be shared with other charity Trustees but will NOT be shared with anyone else without your consent. You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the Church Secretary. You also have the right to ask for information which you believe to be incorrect to be rectified. If you are concerned about the way your information is being handled please contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office

Safeguarding Team, Baptist Union of Great Britain, Baptist House, PO Box 44, 129 Broadway, Didcot OX11 8RT
Tel: 01235 517700 Email: safeguarding@baptist.org.uk Website: www.baptist.org.uk
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