



Application Form for Paid Workers

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



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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4 Employment History

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)

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

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 contract of employment with you. If you are unable to provide this information then we will be unable to enter into that contract. 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 you are unsuccessful in your application this form will be destroyed 6 months after the process of appointment has been completed.

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