

FORM 4 APPLICATION FORM

Version 1



Application Form for Paid or Voluntary Work with Children, Young People or Vulnerable Adults.

NEW DAY CHURCH

Name of Activity/Small Group _____

We ask all prospective workers with children and young people or vulnerable adults to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the church unless requested by an appropriate authority.

1. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name. This will be part of the DBS (Disclosure and Barring Service) process.

Full Name _____

Maiden/Former Name(s) _____

Date and place of birth ____/____/____ _____

Address : _____

_____ Postcode _____

Daytime Tel No: _____ Evening Tel No: _____

Mobile Tel No: _____ Email address: _____

How long have you lived at the above address? _____ Years _____ Months

Please provide details of any other church(es) you have attended and dates, the name(s) of minister/leader together with any activities undertaken.

Please give details of previous experience of looking after or working with children and/or young people. 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 declined?

YES NO (Please circle)

If yes, please give details:

Do you suffer, or have you suffered from any illness, which may directly affect your work with children or young people? YES NO (Please circle)

If yes, please give detail:

2. Employment History

Please give details of your recent employment (last 5 years) in the table below.

Employer's Name and Address	Employed from (Date)	Employed to (Date)	Job Title & Description	Reason for leaving

3. Are you currently working in any other care position in either a voluntary or paid capacity?

If yes, please give details:

Name of the organisation: _____ Contact Person _____

Address: _____

_____ Tel No: _____

Details of Duties _____

4. References

Please complete the details below for two people who would be willing to provide a personal reference. If you are currently working, one of these should be your present employer.

We reserve the right to take up character references from any other individuals deemed necessary.

Name	_____	Name	_____
Address	_____	Address	_____
Town	_____	Town	_____
City/County	_____	City/County	_____
Post Code	_____	Post Code	_____
Tel No	_____	Tel No	_____
Relationship	_____	Relationship	_____

Current Church Leader (Leave blank if New Day Church is your regular place of worship)

Name	_____	Tel No	_____
Address	_____		

Please also complete the Self-Declaration form (FORM 5), place it in a sealed envelope, and address it to 'The Recruiter', with whom you are welcome to discuss any aspects of this procedure.

I confirm that the submitted information is correct and complete.
I understand and agree to the conditions involving a DBS disclosure check.
I enclose the Self-Declaration form (FORM 5) for the recruiter in a separate sealed envelope.

Signed _____

Date _____

As a church / organisation we undertake to meet the requirements of the Data Protection Act 2018, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000

ADDITIONAL NOTES: WORKING WITH CHILDREN AND YOUNG PEOPLE

The Disclosure of an offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy. 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 Order 1975), and you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. You must therefore declare all convictions whenever they occurred. 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.

As a church we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 2018 as well as the expectations of the Criminal Records Bureau/Scottish Criminal Records Office.

Under the Protection of Children Act (PoCA) 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or Department of Education & Skills List 99 where that employment involves regular contact with young people under the age of 18.