

Local Worker's Form (CF15)

This Congregational Church greatly values the service of those called to work with young people or vulnerable adults. As part of our Safeguarding policy, we need to place on record that appropriate information has been asked of anyone wishing to serve in this way.

Under the Rehabilitation of Offenders Act 1974 this includes the disclosure of any criminal convictions. The Church seeks to treat all applicants fairly. So declaring a conviction will not necessarily preclude someone from being appointed to this work.

Completed forms should be returned to the appointed church officer, who undertakes to keep them securely.

This section to be completed by an appointed person on behalf of the church before completion by the applicant.	
APPLICATION FOR THE POST OF:	
DISCLOSURE CERTIFICATE REQUIRED:	
Barred List Check and Enhanced / Enhanced only / None at this time	
SIGNED:	
DATE;	
NAME OF CHURCH	

PERSONAL DETAILS	
Surname:	First Names:
Date of Birth:	Email:
Address:	Phone: Day: Evening:
Postcode:	Email:

BACKGROUND INFORMATION

- 1) What experience and skills do you have for work with young people / vulnerable adults?
- 2) Please give details of any relevant training or qualifications.
- 3) Are you prepared to undertake appropriate training? **YES / NO**

REFERENCES (NEW WORKERS ONLY)

Please give contact details of two people who can advise us of your suitability for this work.

Name:	Position:
Address:	Telephone:
Postcode:	Email:

Name:	Position:
Address:	Telephone:
Postcode:	Email:

DISCLOSURE

- 1) Have you any criminal convictions, cautions or bind-overs*? **YES / NO**
- 2) Are you at present the subject of criminal investigations? **YES / NO**
- 3) Is there any other information you should declare affecting your suitability for this work?
YES / NO

If the answer to any of these questions is 'yes', then please attach details to this form.

** Please note that 'spent' convictions must still be declared. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.*

DECLARATION	
I declare that the information in this application is true and complete. I agree to provide such further information as may be required for this post, such as proof of identity and an appropriate certificate from the Disclosure and Barring Service or Central Registered Body in Scotland. I understand that an interview and a probationary period may also be required	
Signed:	Date:

Thank you for your help.