

Appendix 3: Application form

Oxfordshire Community Churches

Application form for working with children and young people

We ask all prospective workers with children and young people 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 OCC.

1. Personal Details

Full Name

Former name(s) inc. maiden name

Date and place of birth

Address

Postcode:

Daytime telephone

Evening

How long have you lived at this address?

If you have lived at this address for less than 3 years, please list all addresses for those 3 years

Which church do you attend?

How long have you been a member of an OCC congregation?

Please tell us about your Christian experience (i.e. how long have you been a Christian, which Churches have you attended and dates, name of minister / leader, any activities undertaken).

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.

Do you suffer, or have you suffered any illness, which may directly affect your work with children or young people?

Yes / No
(delete as applicable)

If yes, please give details

2. 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. They should not be members of your family.

First reference

Name	<input type="text"/>
Address	<input type="text"/>
	Postcode: <input type="text"/>
Telephone	<input type="text"/>
Relationship	<input type="text"/>

Second reference

Name	<input type="text"/>
Address	<input type="text"/>
	Postcode: <input type="text"/>
Telephone	<input type="text"/>
Relationship	<input type="text"/>

3. Disclosure

The Rehabilitation of Offenders Act 1974 states that all convictions, however old, which relate to children and young people, must be declared by applicants if asked. You will be asked to obtain a Disclosure from the Criminals Records Bureau. There are 3 levels of disclosure available, depending on the position to be held.

1. Basic Disclosure, which will show all convictions held at national level which are not 'spent' as defined under the terms of the Rehabilitation of Offenders Act (ROA) 1974.
2. The Standard Disclosure, which contain details of all convictions on record (including 'spent' convictions – i.e. those that happened some time ago and normally no longer need to be revealed.
3. The Enhanced Disclosure, this involves an extra level of checking with local police force records in addition to checks with the Police National Computer, and the government department lists held by the DoH and DfEE where appropriate.

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 ROA 1974 (Exemptions) order 1975. You are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children /or young people within the church.

Note: Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Have you ever been convicted, charged or cautioned in relation to any criminal offence in relation to children or young people; or are you at present the subject of criminal investigations? Yes/No (delete one)

If yes please give details including the nature of the offence(s) and dates

Have you ever had an offer to work with children or young people declined? Yes/No (delete one)

If yes please give details

I confirm that the above information is correct and complete and that I have read the Oxfordshire Community Churches Child Protection Policy on protecting children and young people.

Initial

I understand that it is my duty to protect children and young people with whom I come in contact. I know what action to take if abuse is alleged or suspected. I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child I will check with the appropriate leaders.

I agree to complete a Disclosure Application Form and it being forwarded to the Criminal Records Bureau....

Signature of applicant

Date

4. Training and internal references

Activity leader must certify that they have discussed the **code of practice** for each ministry with the applicant.

	<i>Ministry department</i>	<i>Activity leader name</i>	<i>Signature</i>	<i>Date</i>
1				
2				
3				
4				

Local Child Protection co-ordinator

Please tick I will ensure that a **training course** is completed within 3 months.
Course date: _____ *Presenter name:* _____ *Initials:* _____

I **endorse** this application to work with children/youth in OCC.

Community Head

Name _____ Signature _____ Date _____

OCC CPP Co-ordinator

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____