



Appendix L2 Model Application Form (Voluntary post)

to be used only in conjunction with relevant role description

The information of this application form will be kept confidentially by church/the place of worship/group, unless requested by an appropriate authority.

If there is insufficient room to fully answer any question, please continue on separate sheet(s).

Name of church/place of worship/group:	
Role applied for, or areas of interest:	Ref:
Surname:	<p style="text-align: center;">Contact telephone numbers</p> <p>Please indicate convenient times for us to contact you. Discretion will be used when contacting you at work.</p> <p>Home:</p> <p>Work:</p> <p>Mobile:</p>
First name(s):	
Address:	
Email:	

What appeals to you about this role?

Please give details of previous experience of working with children, young people or adults at risk.

What skills can you bring to this role? Please include details of relevant qualifications or training.

Employment and work experience

Please describe briefly any work (whether paid or unpaid) which you have undertaken. Highlight (*) the two most relevant and note what you have achieved.

From Month/Year	To	Employer	Job title/responsibilities	Reason for leaving

References

Please give details of two individuals, who will provide character or employment references where appropriate, please note these people should not be related to you, in a relationship with you or reside at your home address. One of these must be your present or most recent employer, or client if you are undertaking consultancy work, or one of your teachers/tutors. The other should be a person who is able to comment on your ability to perform the role for which you are applying.

Name:	Name:
How is the referee known to you?	How is the referee known to you?
Position:	Position:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

Availability	
Are you available for interview on xxxxx ?	Please give the date from which you are available for employment or voluntary work:

Criminal record checks	
<p>If the role you are applying for involves frequent or regular contact with or responsibility for children or adults at risk, you will be required to undertake a Disclosure and Barring Service (DBS) check, or the Scottish equivalent, a Protecting Vulnerable Groups (PVG) disclosure record. To proceed with this, you will be asked to complete a self-declaration form (Appendix N of <i>Good Practice 5</i>), which needs to be placed in a separate envelope, sealed and sent to the appropriate person at the time of application, before the deadline.</p> <p>The form will not be opened before the decision to interview has taken place.</p>	
(Please tick): To the best of your knowledge, does the role you are applying for require frequent contact with children or adults at risk of abuse or neglect?	Yes No

Declaration	
<ol style="list-style-type: none"> 1. I declare that the information given on this form is correct and understand that, on appointment, any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action if employed. 2. I acknowledge that an appointment, if offered, will be subject to satisfactory references and clear criminal record checks for those who undertake regulated activities and work with children and/or adults at risk. 3. If it applies, I have sent the self-declaration form to the person advised in a separate, sealed envelope. 	
Signed:	Date:
Name (please print):	

Thank you for taking the time to complete this form.