**Appendix B**

**EMPLOYEE/VOLUNTEER APPLICATION & SELF DECLARATION FORM**

**Private & Confidential**

You have a right of access to information held on you and other rights under the Data Protection Act 1998.

Part A: Personal Details (All sections must be completed)

Title: First names: Surname:

Mr/Mrs/Miss/Ms/Dr

Maiden Name and / or Previous Names:

Home Address: Post code:

Telephone Numbers:

Day: Evening Mobile:

E-mail Address:

Date of Birth: \_\_ \_\_/\_\_ \_\_/\_\_ \_\_ \_\_ \_\_ Gender: Male / Female

Position applied for:

Part B: Employment History (please complete the relevant sections)

Please list your employment record with present occupation first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Organisation | Contact Person | Phone | Start Date | Finish Date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please list your Sport/Recreational Club History, with most recent club first:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Organisation | Contact Person | Phone | Start Date | Finish Date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Part C: Other Relevant Information

Please list any other relevant information (e.g. recreational interests, hobbies, community/voluntary work)

Part D: References

Please list the details of two relevant references:

Reference 1 :

Name: Relationship to Applicant:

Organisation:

Home Address: Post code:

Telephone Numbers:

Day: Evening: Mobile:

Email Address:

Reference 2 :

Name: Relationship to Applicant:

Organisation:

Home Address: Postcode:

Telephone Numbers:

Day: Evening: Mobile:

Email Address:

Additional Information

Please provide details of relevant experience, principal achievements, personal skills and qualities, voluntary work and explain how you might use them in this post. (Use a separate sheet if necessary).

*I am aware that in accordance with the Data Protection Act 1998, information provided on this application will be stored for the purposes of processing the data for recruitment and monitoring the recruitment process for volunteers. If selected as a volunteer, I am aware that this information will be stored for the purposes of enabling relevant organisation procedures.*

*I have completed this form accurately and truthfully and to the best of my knowledge.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Declaration (of one referee only):

*I confirm that I have seen the relevant identification documents (i.e. professional qualifications, coaching certificates driving licence or passport, of the applicant). I confirm, to the best of my knowledge, that these are accurate.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Documents Shown:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LOTHIAN DISABILITY BADMINTON CLUB - SELF-DECLARATION FORM**

The form is to be completed by the Applicant and is to accompany the LDBC Volunteer Application Form. LDBC as a result of Part V of the Police Act 1997 requires the information on this form. This Act aims at helping employers and other organisations to assess the suitability of applicants and to make safer recruitment decisions regarding positions directly involving children, young people and vulnerable adults.

Lothian Disability Badminton Club has a commitment to the welfare and protection of children, young people and vulnerable adults and has a duty of care to ensure the suitability of any applicant who works with people in these categories. To fulfil this duty of care, we ask you to complete the following declaration.

Declaration

*I hereby declare and represent that, save as disclosed below, I have not at any time either in the United Kingdom or abroad, been found guilty or been convicted by a court of any offence concerning children under the age of 18 years. Nor have I been bound over, placed on probation or a deferred sentence, or discharged either conditionally or absolutely in relation to such offences. I also declare that I am not, to my knowledge, or have been, subject of an investigation relating to such offence, save as disclosed below.*

NB. *You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, that you must declare all convictions, including spent convictions. Spent convictions refer to those, which, (after a certain period of time, in which the offender has been rehabilitated), may be considered irrelevant by certain law enforcement agencies. In this case, none of your convictions can be considered ‘spent’ because the position you are applying for involves the care of children, young people and vulnerable adults.*

Please supply details of all criminal convictions relating to children, young people or vulnerable adults including cautions, deferred sentences, absolute discharges, being bound over, probation orders and investigations.

PREVIOUS OFFENCES

|  |  |  |
| --- | --- | --- |
| Date | Offence | Penalty / Disposal |
|  |  |  |
|  |  |  |
|  |  |  |

PREVIOUS POLICE INVESTIGATIONS

|  |  |  |
| --- | --- | --- |
| Date | Offence | Penalty / Disposal |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

SELF DECLARATION FORM

It is a requirement of this declaration that you answer the following questions:

1. Are you a person known to any Social Work Department / Social Services Department as being an actual or potential risk to children?

YES NO Please mark relevant box with an ‘X’

If yes, please attach relevant details.

1. Have you ever had a Disciplinary sanction from an organisation relating to inappropriate behaviour with children and / or child abuse?

YES NO Please mark relevant box with an ‘X’

If yes, please attach relevant details.

IMPORTANT

*I hereby give my consent to Lothian Disability Badminton Club to undertake a police check with Disclosure Scotland and agree to provide references for the purpose of verifying the replies given in this declaration, including enquiries of any relevant authority. I also understand that failure to disclose in full, matters required in this declaration, will result in the implementation of Lothian Disability Badminton Club Disciplinary Procedures and the likelihood of the termination of my services.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Please attach this form to the

**LDBC Volunteer Application Form and post,**

**(Marked Private & Confidential) to:**

Lothian Disability Badminton Club

Child & Vulnerable Adult Protection Officer

Lyndon Williams, 51. Waverley Road, Bonnyrigg, EH193BT

**Reference Form**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has applied for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

with Lothian Disability Badminton Club and has given your name as a referee. In accordance with the Lothian Disability Badminton Club’s Child and Vulnerable Adult Protection Policy, we would appreciate if you could complete the following Reference Form.

If you are happy to complete this reference, any information will be treated in the strictest confidence. The completed information, in accordance with relevant legislation and guidance, will only be shared with the person (s) conducting the assessment of a candidate’s suitability for a post. We would appreciate you being open and honest in your evaluation of this person.

How long have you known this person?:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what capacity?:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What attributes does this person have that would make them suitable for the post?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How would you describe their personality?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Detail his/her experience working with children:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Previous responsibilities working with athletes/players. Please give details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please rate this person under the following headings:(please tick)

RESPONSIBILITY - POOR GOOD EXCELLENT

SELF MOTIVIATION - POOR GOOD EXCELLENT

MOTIVATION OF OTHERS - POOR GOOD EXCELLENT

TRUSTWORTHY - POOR GOOD EXCELLENT

RELIABILITY - POOR GOOD EXCELLENT

ADMINISTRATION - POOR GOOD EXCELLENT

Is there anything else you feel that we should know about this person?:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(W)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organisation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your time.

Please return the completed form marked private and confidential to:

The Chairperson, Lothian Disability Badminton Club, 51. Waverley Rd, Bonnyrigg, Midlothian. EH193BT

**Guidance Notes for Completing Self-Declaration Form**

Lothian Disability Badminton club is committed to the protection of children and vulnerable adults involved in sport and have a duty to ensure the suitability of any individual who works with children and/or vulnerable adults. The information provided in the Self-Declaration Form will enable an informed decision to be made about an individual’s suitability to work with children and/or vulnerable adults.

Who must complete the Self-Declaration Form?

This form must be completed by all applicants for positions:

Listed in the rehabilitation of Offenders Act 1974 (ROA)(Exceptions) Order 1975 i.e.

positions by which an employer is entitled to ask an “exempted question”. These positions include occupations with duties that involve regular contact with children and young people (under the age of 18) and vulnerable adults.

Which involve regularly caring for, training, supervising or being in sole charge of children or young people.

What happens if I do not wish to complete a Self-Declaration Form?

All applicants for the above noted types of post must complete a Self-Declaration Form. Anyone unwilling to do so must not be employed in a position that requires regular or unsupervised contact with children or vulnerable adults.

Why must I give information about previous convictions?

The law states that for certain types of employment applicants are required to disclose information about their background to help determine whether they are suitable for the post. Jobs that involve working with children, young people and vulnerable adults fall into this category.

What information do I have to put on the Self-Declaration Form?

This depends on the type of post you are applying for. The Job Description (including information on roles and responsibilities) provided with the Application Form tells you what kind of post this is. If the post involves regular contact with children, young people or vulnerable adults: complete Part A and Part C only and sign the form at Section 2

give details of all offences of which you have been convicted by a court both in the UK and abroad regardless of when the conviction(s) occurred (this means you should include both“spent” and “unspent” convictions)

If you are applying for a post that requires regularly caring for, training, supervising or being in sole charge of children or young people: complete Part A, Part B and Part C and sign the form at Section 2 give details of all offences of which you have been convicted both in the UK and abroad, regardless of when the conviction(s) occurred

any cautions, charges or warnings issued by the police (this is called “non-conviction relevant information”)

You must also provide identification so that the personal details you provide can be verified.

Who gets to read the Self-Declaration Form?

The Self-Declaration Form should be sent to the Child Protection Officer, Lothian Disability Badminton Club in a sealed envelope, marked Private and Confidential.

The envelope will be opened prior to interview. If you have recorded previous convictions or other relevant information, you will be given the opportunity to discuss this at the interview.