

## Volunteer Application Form

We ask all prospective workers with children (0-18s) to complete this form. If there is insufficient room to fully answer any question please continue on a separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate statutory authority in line with our [Data Protection Policy](#).

### 1. Personal Details

|  |              |
|--|--------------|
| <b>Title:</b>  |              |
| <b>Full Name:</b>                                    |              |
| <b>Other names by which known in the past:</b>       |              |
| <b>Date of Birth:</b>                                |              |
| <b>Address:</b>                                      |              |
| <b>Postcode:</b>                                     |              |
| <b>Mobile Phone No:</b>                              |              |
| <b>Home Phone No:</b>                                |              |
| <b>Email Address:</b>                                |              |
| <b>How long have you lived at the above address?</b> | <b>Years</b> |

If less than 5 years, please give previous address(es) with dates:

|   |
|---|
| <b>From</b> ...../...../..... <b>To</b> ...../...../..... |
| <b>Address:</b>   |
| <b>Postcode:</b>  |

|                                |
|--------------------------------|
| <b>Emergency Contact Name:</b> |
| <b>Relationship to You:</b>    |
| <b>Contact Phone Number:</b>   |

(Please ensure you have their consent to provide this data)

## 2. Experience and Skills

Please tell us about your Christian experience (i.e. how long have you been a Christian, which church(es) have you attended (with dates), any activities undertaken):

Please give details of previous experience of looking after or working with children (0-18s). Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

|   |     |    |
|---|-----|----|
| <b>Do you suffer, or have you suffered any illness which may directly affect your work with children? (Please circle)</b> | Yes | No |
|---|-----|----|

If yes, please give details:

### 3. References

Please give the names, addresses and telephone numbers, role or relationship of two people who know you well and who would be able to give a personal reference and comment on your character and work in the church. At least one referee should be external to the Christchurch Baptist Church. If you have experience working with children, at least one referee should be a colleague with whom you have worked/volunteered. If you have moved from another church in the past 5 years, one referee should be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary. (Please ensure you have their consent to provide this data)

#### Referee One

|                             |
|-----------------------------|
| <b>Name:</b>                |
| <b>Address:</b>             |
| <b>Postcode:</b>            |
| <b>Email Address:</b>       |
| <b>Telephone No:</b>        |
| <b>Relationship to You:</b> |

#### Referee Two

|                             |
|-----------------------------|
| <b>Name:</b>                |
| <b>Address:</b>             |
| <b>Postcode:</b>            |
| <b>Email Address:</b>       |
| <b>Telephone No:</b>        |
| <b>Relationship to You:</b> |

## 4. Criminal Record Declaration

Due to the nature of the duties you will be expected to undertake, you will be asked to co-operate in obtaining an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

I agree to co-operate in obtaining a DBS check at the Enhanced level?\*

\*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 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act and in the event of appointment, any failure to disclose such convictions could result in withdrawal of approval to work with children (0-18) within the church.

*Please sign in the boxes below to confirm the information in each section is correct*

|   |                      |
|---|----------------------|
| <p><b>Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?</b></p> <p><i>For helpful information about which offences need to be declared see:</i><br/> <a href="http://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide">www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide</a></p> | <p>Yes</p> <p>No</p> |
| <p><b>Please give details:</b></p>  |                      |
| <p><b>Signature:</b></p>  |                      |
| <p><b>Have you ever been known to any Local Authority or the police as being a risk or potential risk to children?</b></p>  | <p>Yes</p> <p>No</p> |
| <p><b>Please give details:</b></p>  |                      |
| <p><b>Signature:</b></p>  |                      |
| <p><b>Have you ever been the subject of an investigation by any organisation or body due to concerns about your behaviour towards children?</b></p>   | <p>Yes</p> <p>No</p> |
| <p><b>Please give details:</b></p>  |                      |
| <p><b>Signature:</b></p>  |                      |

**Confirmation of Declaration** *(Please read and tick each box below)*

|                   |   |
|-------------------|---|
|                   | I agree that the information provided here may be processed for recruitment purposes (both to employed and voluntary posts). I understand that the offer of employment or voluntary work could be withdrawn if information is not disclosed by me and subsequently comes to the church's attention. |
|                   | I will inform the Church within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children.   |
|                   | I understand that the information in this form, the results of any DBS check and information supplied by third parties may be passed to other persons or organisations in circumstances where this is considered necessary to safeguard children.   |
| <b>Signature:</b> |   |

## 5. Training

- As part of my role, every 3 years I agree to attend safeguarding training organised by the church.

## 6. Policies

I have read the following policy and procedure documents:

- [Safeguarding Policy Statement](#)
  - [Good Practice Guidelines When Working With 0-18s](#)
- I understand that it is my duty to protect children (0-18s) with whom I come into contact.
- I will abide by the policies and procedures agreed by the church for the protection of children (0-18s).

## 7. Declaration

I confirm that the information submitted is correct and complete.  
I agree to inform Christchurch Baptist Church of any changes.

|                   |              |
|-------------------|--------------|
| <b>Signature:</b> | <b>Date:</b> |
|-------------------|--------------|

To view how we will use your data, see our Data Protection Privacy Statement:  
[www.christchurchbaptist.org.uk/data-protection-privacy-notice](http://www.christchurchbaptist.org.uk/data-protection-privacy-notice)