

THE ARCHDIOCESE OF ST ANDREWS AND EDINBURGH

APPLICATION FORM (*Private and Confidential*)

(Volunteer helpers with children, young people and vulnerable adults)

In order to exercise the Church's duty to care for its children, young people, and vulnerable adults in terms of relevant legislation we ask all prospective volunteers in children, young people and vulnerable adults' services to complete this form.

Full Name	
Previous Name (if any)	
Address	
Postcode	
Telephone No.	
E-mail address	
Date of Birth	
Parish/Church	
Please specify which area(s) of parish ministry you wish to be involved in and what your role will be.	
How long have you lived at the above address?	

If less than 12 months, please give the following information

Previous Address(es)			
Length of time there			
Parish/Church			
Parish Priest			

Tell us something of yourself – any special interests and skills you have and please give details of previous experience of working with children, young people and/or vulnerable adults.

If there is not enough space continue over and/or on another sheet.

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Please give details of any appropriate training and/or relevant qualifications.

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Training is an essential part of the Catholic Church’s Child and Vulnerable Adult Protection Policy; I accept that I will be required to attend an awareness session. YES / NO

Have you already attended an awareness session? YES / NO

If you have already attended an awareness session, please give date: Month _____ Year _____

References:

Please give the **names, addresses and telephone numbers** of **two** people (**not relatives, parish priest or parish safeguarding co-ordinator**) who know you well (**longer than 2 years**), who would be able to give a **personal** reference.

	1st Referee	2nd Referee
Name		
Address		
Postcode		
E-mail address		
Telephone No.		
Occupation		
How long acquainted with you?		
In what connection?		

Declaration:

I declare that the details given above are accurate and complete and I accept that should this subsequently be found to be otherwise my volunteer application will not be considered further and/or, if an existing volunteer, my involvement as a volunteer may be ended.

Signed: Date:

Please print your name:

Please return this form to:

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ARCHDIOCESE OF ST ANDREWS AND EDINBURGH

DECLARATION FORM (Private and Confidential)

(To be completed by the Volunteer)

Full Name:	
Address:	
Parish:	

You have applied to do regulated work with the Roman Catholic Church in Scotland and are therefore required to apply for a PVG Scheme Disclosure for the Church.

To help the Diocesan Safeguarding Adviser determine your suitability for your role with the Church you are requested to disclose any convictions (see note below) and any relevant non-conviction information.

All PVG applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'OFFENCES WHICH MUST ALWAYS BE DISCLOSED' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015.

Applicants are not required to disclose spent convictions for offences included in Schedule B1, 'OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES' until such time as they are included in a higher level disclosure issued by Disclosure Scotland. If you need further advice please contact the Diocesan Safeguarding Office on 0131 623 8949.

The Diocesan Safeguarding Adviser will treat this Declaration as confidential. If the Adviser needs to take advice before reaching a decision about your appointment any information about you will be made anonymous by excluding identifying personal details of name and address and church, before it is shared with the Diocesan Risk Assessment Management Team (DRAMT).

I declare that:

Either:

I have not been convicted of any criminal offence and have no criminal charge pending, and no knowledge of 'other relevant information' which may appear on my PVG Scheme Record. I am not on any List of Persons Disqualified from Working with Children or on any List of Persons Disqualified from Working with Adults, nor have I been refused any post involving the care of children or vulnerable people.

Or:

I wish to declare the following (please use separate sheet if required):

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And:

I consent to the processing of the information on this form and on any other document which I may have provided or which referees or Disclosure Scotland may have provided about me in connection with working with the vulnerable in the Roman Catholic Church to enable the Church to operate its policy for protecting children and vulnerable adults. I understand that the decision about my appointment reached by the Diocesan Adviser on the basis of this declaration and/or any Disclosure information obtained from Disclosure Scotland will be communicated to me.

Name (block capitals please)

Signature _____ **Date** _____

Last Updated February 2017

The Archdiocese of St Andrews & Edinburgh is a Charity registered in Scotland SC008540