

Servant’s Church

35 Ivy Road, Norwich, NR5 8BF

(Unit 12)

A Company limited by guarantee no. 8817167

Registered Charity No. 1115316

APPLICATION FORM FOR PAID OR VOLUNTARY WORKER

Please tick which area(s) you are applying to serve in: \_\_Children's Ministry (>18) \_\_Music Ministry

\_\_Audio/Visual ministry \_\_Set-up and/or Take-down crew \_\_Ushers ministry

*We ask all prospective workers to complete this form WHETHER OR NOT THEY WILL BE SCHEDULED TO WORK WITH CHILDREN OR YOUNG PEOPLE. This helps simplify our recruiting process and help us place you in the area of service most beneficial to others. However, a DBS check is NOT REQUIRED unless you are working with children or vulnerable adults. If there is insufficient room to answer any question, please continue on separate sheet. This information will remain confidential to the leadership of* **Servant's Church***, unless requested by an appropriate authority.*

**1. Personal Details** *(We may need to see birth/marriage certificates to check names.)*

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maiden/All former Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Place of Birth \_\_\_\_/\_\_\_\_\_/\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years

If less than 3 years, please give previous address(es) with dates:

From/To \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_

Previous \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

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

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

Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Code ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From/To \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_

Previous \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

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

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

Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Code ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Please give details of previous experience of ANY/ALL OF THE AREAS of service you ticked. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

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Have you ever had an offer to work with ANY/ALL OF THE AREAS of service you ticked declined?

 YES  NO (Please tick)

If yes, please give details

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Do you suffer, or have you suffered, from any illness which may directly affect your work with ANY/ALL OF THE AREAS of service you ticked?  YES  NO (Please tick)

If yes, please give details.

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**2. Employment History**

Please tell us about your past and current employers in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employers Name & Address** | **Employed**  **From**  **(Date)** | **Employed**  **To**  **(Date)** | **Job Title & Description of Duties** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3. 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. In addition we reserve the right to take up character references from any other individuals deemed necessary.

1 2

Name­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Declaration**

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility?  YES  NO (Please tick)

If yes, please give details and dates

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Has there ever been any cause for concern regarding your conduct with children?

 YES  NO (Please tick)

If yes, please give details

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To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services and/or the Police?

 YES  NO (Please circle) If yes we will need to discuss this with you.

If ANY/ALL OF THE AREAS of service you ticked involves substantial, unsupervised contact with children or vulnerable adults, and you are offered an appointment, you will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to fill out an application form for the Disclosure & Barring Service (DBS). Any position with children, young people or vulnerable adults is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions\*. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/CRB/SCRO Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

Please would you complete the attached self-declaration form, place it in a sealed envelope and address it to Pastor John Brown with whom you are welcome to discuss any aspects of this procedure.

I have sent the self-declaration form to the recruiter in a separate, sealed envelope.

I confirm that the submitted information is correct and complete.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a church we undertake to meet the requirements of the Data Protection Act 1998\*, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000\*

\*Endnotes: APPLICATION FORM FOR PAID OR VOLUNTARY WORK WITH CHILDREN AND YOUNG PEOPLE

The Disclosure of an offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

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

As a church we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the Criminal Records Bureau/Scottish Criminal Records Office.

Under the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specific offences, or included on the PoCA List or DfES List 99.