#### Logo 2-01_CYECHRISTIAN YOUTH ENTERPRISES

# TRAINEE LEADER APPLICATION FORM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role applied for |  |  | Surname |  |
|  |  |  |  |  |
| First names |  |  | Title |  |
|  |  |  |  |  |
| Email |  |  | Mobile |  |
|  |  |  |  |  |
| Address |  |
|  |  |  |  |  |
| Church attended |  |  |  |  |
|  |  |  |  |  |
|  **(All boxes expand to fit your text)** |  |  |  |
| Please detail your involvement in church activities & a summary of your personal faith |  |
|  |  |  |  |  |
| List any other kinds of group leadership including camps and any previous CYE involvement |  |  |  |  |
|  |  |  |  |  |
| Previous jobs and other positions of responsibility held, detailing relevant experience (please include dates) |  |
|  |  |  |  |  |
| Please list your personal gifts and skills |  |
|  |  |  |  |  |
| Summary of your education and qualifications with dates achieved |  |
|  |  |  |  |  |
| Give a short summary as to why you are interested in this position |  |
|  |  |  |  |  |
| Any other information which you may consider to be relevant |  |
|  |  |  |  |  |
| ***(Ideally one referee will be a recent employer and the other will be a church minister or youth leader)*** |
| Referee 1 name |  |  | Occupation |  |
|  |  |  |  |  |
| Email address |  |  |  |  |
|  |  |  |  |  |
| Referee 2 name |  |  | Occupation |  |
|  |  |  |  |  |
| Email address |  |  |  |  |

***Please indicate with an \* if there are referees you would prefer we asked you before we contact.***

|  |  |
| --- | --- |
| Where did you hear about this vacancy? |  |

**Please return this form to** **jobs@cye.org.uk**

**Or to: HR Manager, CYE Sailing Centre, Jubilee Building, Chidham, CHICHESTER, PO18 8TE**

**Privacy notice**

By sending us this application form you are consenting to CYE Sailing Centre holding the information for the purposes of the specific recruitment process you have applied to join. We will hold the information securely for 6 years after the end of the recruitment process or 6 years after the end of any employment you have with us, whichever is longer. Please be assured that we will not share your application information with anyone else.

**Self-declaration Form for a Position Requiring a Disclosure**

**STRICTLY CONFIDENTIAL**

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it to the Recruiter detailed below:

To: Debbie Uren

(Name of Recruiter/responsible person in place of worship/organisation processing Criminal Records Disclosure checks)

Address: CYE Sailing Centre, Jubilee Building, Chidham, Chichester, PO18 8TE

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|  |

Appointment applied for:

**CONVICTION HISTORY**



select ‘Yes’ below.



Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes ☐ No ☐ (please tick)



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|  |

**POLICE INVESTIGATIONS**

Have you ever been the subject of a police investigation that didn’t lead to a criminal conviction?

Yes ☐ No ☐ (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

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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/Social Work Department (Children’s or Adult Social Care)?

Yes ☐ No ☐ (please tick) If yes, please provide details, we will need to discuss this with you.

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Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults?

Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes ☐ No ☐ (please tick) If yes, please give details.

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**DECLARATION**

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

|  |
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|  |

I (full name)

|  |
| --- |
|  |

of (address)

do consent to a criminal record check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bind overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place or worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/ (Children’s Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

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

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children / vulnerable adults.

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

N.B. Those applying for work with children and or vulnerable/adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

**LEGALESE – ATTACHED NOTES**

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy. As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal record check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England and Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. 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 Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service 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. As a place of worship/organisation 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 DBS/SCRO/ACCESS NI Service.

Notes for England, Wales & Northern Ireland Only – Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences or included in either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.