



Application Form for Volunteer or Paid Workers doing Regulated Work or Non-Regulated Work in Congregations

This form is **confidential** and should be seen on a need-to-know basis only.

The Kirk Session is responsible for the appointment of all workers, a “worker”, being anyone undertaking paid or voluntary work for the congregation.

All applicants should fill in a copy of this form, which should be retained by the Safeguarding Coordinator.

An applicant will require to apply for a PVG/DBS check if the role involves regulated work/regulated activity

Kirk Sessions have been instructed by the General Assembly to conduct Basic Disclosure checks on all individuals (regardless of their employment status) in their congregation if in leadership roles and/or positions of trust, including but not limited to organists, church officers/caretakers and café workers, where their duties may involve contact with vulnerable groups as referred to in the Protection of Vulnerable Groups (Scotland) Act 2007.

Should a Safeguarding Coordinator require more information about whether a PVG, DBS, Basic Disclosure or an overseas police check is required they should contact the Safeguarding Service (Safeguarding@churchofscotland.org.uk).

The Kirk Session is responsible for ensuring that paid workers have the right to work in the UK. Please refer to the link [here](#) to Home Office guidance and legislation relating to Right to Work checks for **paid** workers.

The purpose of the UK Data Protection Act 2018 is to ensure that any personal data an organisation holds about an individual is stored and used in an appropriate way. This congregation, through presbytery, is registered with the Information Commissioner's Office and strives to comply fully with data protection law. The Information Commissioner's website provides in-depth information regarding the requirements of the data Protection Act: <https://www.ico.org.uk/>

This congregation is committed to protecting privacy and safeguarding personal data. We shall use the information you have provided us with for the purpose of the administration of the role you have applied for and will only keep the data for as long as required for that purpose. The full Privacy Notice for our congregation is available on our website. Please ask for details from the Safeguarding Coordinator.

Should you have any questions concerning the use of the information you provide to us please contact the Safeguarding Coordinator.

Section 1: Position information

1.1 Position applied for	
1.2 This post is <i>(please highlight/score through/delete)</i>	<div>Paid</div> <div>Voluntary</div>
1.3 Type of check required <i>(please highlight/score through/delete)</i>	<div>PVG</div> <div>DBS</div> <div>Basic Disclosure</div> <div>No check required</div>
1.4 Congregation for which the work will be undertaken	

Section 2. Applicant information

2.1 Full name	
2.2 Maiden or former name (if applicable)	
2.3 Date of birth (dd/mm/yyyy)	
2.4 Telephone	
2.5 Telephone (mobile)	
2.6 Email address	
2.7 Home address (including postcode)	

Section 3: Qualifications and experience

This question should be completed by all applicants:

3.1 Please give details of any relevant qualifications, training, or experience which equips you for this work; tell us about the personal skills and qualities you bring; what you are seeking from the work. (If applicable please continue on a separate sheet of paper)

Section 4: Experience of regulated work/activity

This question should be completed only by applicants for posts that require a PVG or DBS

4.1 Please give details of previous experience of looking after or working with children and/or adults at risk of harm (please continue on a separate sheet of paper if necessary)

Section 5: Abilities and Competencies

5.1 Give an example of time when you have demonstrated excellent interpersonal skills including the situation you were in and the outcome.

5.2 Outline your working styles both individually and as part of a team giving examples.

5.3 Please outline any IT skills you have and programmes you are proficient with.

5.4 Outline your knowledge of social media platforms and explain how you could use social media to connect with teenagers in the community.

Section 6: References

All applicants, please give the name, address, telephone number, email address, position and relationship to you of TWO people who know you well (but not related to you) e.g. your employer, a project leader from other work you have been involved in etc.

Reference 1

Name	
Address	
Telephone number	
Email address	
Position	
Relationship to you	

Reference 2

Name	
Address	
Telephone number	
Email address	
Position	
Relationship to you	

Section 7: Declaration

This declaration must be signed by all applicants

I declare that the information I have given on this form is correct.

I understand the nature of the work that I will be undertaking.

I understand it is my duty to protect anyone who is vulnerable to ensure, as far as I am able, a safe church for all.

Signed (a typed signature is acceptable)	
Date	

Section 8: For Kirk Session use

What training is now required? <i>(please highlight/score through/delete)</i>	Introductory Safeguarding Training Advanced Safeguarding Training Leadership Safeguarding Training Trustee Safeguarding Training Other Training (please specify)
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Your Presbytery Contact will have details of available training opportunities.