



GUIDANCE FOR APPLICANTS (2015 version)

For completion of “Existing PVG Scheme Member Application” Form

INTRODUCTION

This is the form for applying for various PVG Scheme records, including the **Scheme Record Update**. **You should use this form only if you are already a member of the PVG Scheme**. If you are already a member of the Scheme for regulated work with one group (e.g. children) and wish to apply for membership for regulated work with the other group (e.g. protected adults) you should also use this form to apply for a new **Scheme Record**. If you are applying for membership of the PVG Scheme for the first time you should use the “**Application to Join PVG Scheme**” form.

You should use blue or black ink to complete the form and write clearly in **BLOCK CAPITALS**.

Only complete Parts A, B and C. Mandatory fields are highlighted in yellow.

Please indicate a space by leaving ONE empty box.

Mark choices in the boxes indicated with an “X”.

If you make a mistake please correct it by either using correcting fluid sparingly, or by clearly scoring through the error and writing the correct answer in the remaining spaces.

COMPLETION OF THE FORM

Part A – Type of Application

A1 – Cross the appropriate box. If you are already a member of the PVG Scheme and are now updating that record in connection with the post applied for in the Church, e.g. if you are already a Scheme member for regulated work with children and the post now applied for in the Church is also for work with children then cross “Scheme Record Update.” However if you are already a Scheme member for regulated work with one group (e.g. children) and the post now applied for in the Church is for regulated work with the other group (e.g. protected adults) then cross “Scheme Record.”

A2 – Cross the box or boxes which apply to you. If the application relates to regulated work with both children and protected adults, cross both boxes.

A3 – Cross the applicable box. You should cross the “Yes” box if you already have a Scheme Record for working with the group(s) indicated at **A2**, e.g. if this application is for working with children and you already have a Scheme Record for working with children.

A4 – Cross the “No” box.

Part B – Personal Details

B1 – Enter your PVG Scheme membership number. This is the 16 figure number that was provided when you joined the Scheme. It can be found on your Scheme Record certificate. If you have lost your certificate and do not know your number then please telephone Disclosure Scotland on 0870 609 6006 and they will be able to inform you of this.

B2 – Cross the appropriate box.

B3-B5 – Enter your current surname and all forenames, not just initials.

B6 – Enter your date of birth. This should be in the format DD/MM/YYYY.

B7 – If you have changed your name or address since you first joined the Scheme you should cross the “Yes” box and detail the changes on a separate sheet of paper. If your details have not changed since you first joined the Scheme then cross the “No” box.

Regulatory Body Details

B8 – If you have registered with any of the Regulatory Bodies (listed below with codes), since your last PVG application cross the “Yes” box. You then must provide the relevant code(s) and registration number(s).

- Care Inspectorate (101)
- General Chiropractic Council (102)
- General Dental Council (103)
- General Medical Council (104)
- General Optical Council (105)
- General Osteopathic Council (106)
- General Teaching Council for Scotland (107)
- Health Professions Council (108)
- Nursing and Midwifery Council (109)
- General Pharmaceutical Council (110)
- Scottish Social Services Council (111)

Part C – Declaration

C1-C2 – You should check that the information provided by you is accurate and that all the questions highlighted in yellow in sections A, B and C have been completed. You should then read and sign the declaration and date it using the format DD/MM/YYYY.

When you sign you are confirming that you are not barred from regulated work with the workforces crossed at A2.

PLEASE THEN RETURN YOUR APPLICATION FORM TO YOUR SAFEGUARDING COORDINATOR WHO WILL NEED TO COMPLETE PARTS OF THE FORM.

Further Information

You will need to provide an identification check to your Coordinator who will let you know what they want to see. This will be either one document with a photograph and one document with your current home address, or 3 documents, 2 of which must have your current home address (issued within the last 3 months).

If you stop working or volunteering for the Free Church, or if your personal details change, you should contact Disclosure Scotland on 0870 609 6006.

Once you receive your certificate please keep this safe; you will need your PVG Scheme membership number if you need to complete another PVG application form in the future.