



GUIDANCE FOR APPLICANTS (2015 version)

for completion of "Application to Join PVG Scheme" Form

INTRODUCTION

This is the form for applying to join the PVG Scheme. You should use this form only if you are **joining the Scheme for the first time**. If you are already a member of the Scheme you should use the **"Existing PVG Scheme Member Application"** 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 (X) "Scheme Record".

A2 – Cross the box which applies to you. If you are applying to join the Scheme for work with both children and protected adults, cross both boxes.

A3 – Cross "No".

Part B – Personal Details

B1 – Cross the appropriate box. **If Mrs is crossed then please enter your maiden name at B6, even if your name has not changed.**

B2-B4 – Enter your **full** name, including any middle names.

B5 – Cross the appropriate box.

B6-B11 – If you have crossed "Yes" at **B5** then complete all the details at **B6-B11**.

B13 – Enter your mother's maiden or family name.

Birth Details

B14 – Enter your date of birth. This should be in the format DD/MM/YYYY.

B15 – Cross the appropriate box.

B16/B17 – Enter town and country of birth.

B18 – Enter nationality, eg. British.

Contact Information

This section is not mandatory. However it is helpful if contact details are provided.

Additional Information

B23 – Cross the appropriate box.

B24 – Your National Insurance Number must be entered if you have one.

B25-B35 – Cross the appropriate boxes and, where you have answered “Yes”, it is mandatory that you provide the details requested in the spaces provided. Only complete **B35** if you have electricity supplied in your name, but this is not mandatory.

B36-B37 - Cross the appropriate box at B36. If you answered “Yes” to B36, you must provide your PVG Scheme Membership Number at B37. Please note that you should only cross “Yes” if you have previously joined the PVG Scheme but have since left the Scheme. If you have left the Scheme and now wish to join again you should attach a note explaining this, otherwise your form will be returned and you will be asked to complete an Existing PVG Scheme Member Application.

Your 16 digit PVG Membership Number can be found on your certificate, under your date of birth.

If you have not advised Disclosure Scotland that you wish to leave the Scheme, you will still be a member and should complete an Existing PVG Scheme Member Application.

Please contact Disclosure Scotland on 0870 609 6006 if you need to check whether you have left the Scheme. They will carry out a security check before providing this information.

B38-B39 – Cross “No” at B38 and leave B39 blank. ISA was formerly the Independent Safeguarding Authority in England and Wales, but no longer exists.

Current address

B40-B44 – Enter your **current** address and post code. If you live away from home or have 2 current addresses, you should enter the address where you would like the certificate to be sent in sections B40-B46 and provide your other current address in sections B47-B53 and attach a note explaining this.

B45 – Enter the date from which you have been resident at your current address.

B46 – Only complete this if your current address is outwith the UK.

Address History

B47-B82 – 5 years address history is required. This section should only be completed if you have been at your current address for less than 5 years.

Regulatory Body Details

B83-B87 – Answer “Yes” or “No” at B83. If you answer “Yes”, you must provide the code given in the list below for your regulatory body at B84 and your registration number at B85. You should continue in questions B86 and B87 if you are registered with more than one regulatory body. You

can continue on a separate sheet if necessary. If your regulatory body is not listed below, you should not provide your registration details.

- 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.