



CONFIDENTIAL

**Job Application Form (New Worker)
for paid or voluntary Regulated Work with Children or Protected Adults**

Position

Congregation

The Kirk Session is responsible for the appointment of all workers. Each worker should complete a copy of this form, which should be retained by the Congregational Safeguarding Coordinator. If there is insufficient space to answer any question fully, please continue on a separate sheet. The information will be kept securely and confidentially, unless requested by an appropriate Authority.

1. Personal Details

1.1	
Personal	
First Names
Surname
Maiden or Former Names
*Date of Birth
*Place of Birth *optional
Current Address
Post Code
Daytime Tel. No.
Evening Tel. No.
How long have you lived at the above address?

1.2 Address History If less than 3 years, please give details of previous addresses, with dates.
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From To
Previous Address (1)
Post Code

From To
Previous Address (1)
Post Code

From To
Previous Address (1)
Post Code

1.3 Christian Experience

Please tell us about your Christian experience; e.g. how long you have been a Christian; which Churches you have attended (with dates, name of Minister, and any activities undertaken).

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1.4 Working with Children and/or Protected Adults

Experience

Please give details of previous experience you may have, in either a paid or voluntary capacity, of looking after or working with children and/or protected adults; any relevant qualifications or appropriate training which you have and what personal skills and qualities you have which you could bring to this work.

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2. Employment History

Please tell us about your current and previous employers in the last 3 years in the table below, with the most recent first.

Employer's Name
Address
From/To Job Title
Description of Duties
Reasons for Leaving

Employer's Name
Address
From/To Job Title
Description of Duties
Reasons for Leaving

Employer's Name
Address
From/To Job Title
Description of Duties
Reasons for Leaving

Employer's Name
Address
From/To Job Title
Description of Duties
Reasons for Leaving

3. References

Please give the names, addresses and telephone numbers, relationship to you and position of **two** people who know you well (but are not related to you) e.g. your employer, a leader from another voluntary organisation you have done work for, etc. **No referee should be a member of the Kirk Session.**

Name:	Name:
Address:	Address:
.....
Post Code:	Post Code:
Telephone No:	Telephone No:
Occupation:	Occupation:
Relationship to you:	Relationship to you:

4. Because this post is for “regulated work” with children or protected adults, the Free Church of Scotland will require you to complete a Self-Declaration form and will also require a satisfactory PVG Scheme Record Disclosure prior to appointing you to a position of regulated work.

I confirm that I will complete the required **Self-Declaration** form in the event of my application being successful in principle.

I confirm that I understand and agree with a **PVG** check being carried out should the Free Church of Scotland wish to appoint me to a position of regulated work in this congregation.

I confirm that the information I have given in this form is accurate and truthful.

Signed **Date**

Please return this Job Application form to the Congregational Safeguarding Coordinator. It will be seen only by those persons who have direct responsibility for recruitment.
 The information you give us on this form will be treated in the strictest confidence.
 If you are appointed to the post this form will be held securely and normally will be destroyed within 6 months of you leaving the post/congregation. A minimum of essential information will be recorded on a Worker’s Check-sheet and kept securely. Normally you are asked to view this information and to confirm it is accurate.