



# Volunteer Application - Old Caterhamians RFC

## NOTES ON COMPLETING VOLUNTEER APPLICATION - SELF DECLARATION

### WHO MUST COMPLETE THE FORM?

Any member of the Club who is seeking to volunteer in a role where they will have contact with children (persons under 18 years of age) or “Adults at Risk”.\*

### DO I HAVE TO COMPLETE THIS FORM?

Yes, as it is in line with the safer recruitment processes, as set out in the RFU’s Safeguarding Children Policy, Guidance and Procedures and the Safeguarding Toolkit. Non-completion will be taken into account when making any risk-based decision regarding suitability to be deployed in a role with children or Adults at Risk.

### WHAT WILL HAPPEN TO THE FORM ONCE COMPLETED?

The form will be kept and stored securely in accordance with the GDPR 2018. Any concerns will be reported to the RFU Safeguarding Department for investigation. Where necessary, statutory agencies may be contacted, and the outcome recorded.

### WHO DO I RETURN MY FORM TO?

The completed form must be returned to the club Safeguarding Office or Assistant Safeguarding Officer marked ‘Private and Confidential - SDF’. If you are considered to be unsuitable to work with children or Adults at Risk, appropriate action may be taken, and the relevant organisation(s) will be informed.

\* For a full definition of Adults at Risk see RFU Safeguarding Policy - Adults at Risk in rugby union which may be found here: <http://www.englandrugby.com/governance/safeguarding/at-risk-adults>





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## EMPLOYMENT DETAILS

Please detail your most recent first. This can include any paid, unpaid or voluntary work that you may have undertaken that you believe is relevant to this post.

EMPLOYER			
FROM/TO			
ADDRESS			
		POSTCODE	
TYPE OF BUSINESS			
POST HELD			
VOLUNTARY OR PAID?			
BRIEF OUTLINE OF DUTIES			

PLEASE DETAIL THE ROLE(S) YOU CURRENTLY FULFIL OR ARE APPLYING FOR WITHIN THE CLUB

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PLEASE LIST ANY PREVIOUS CLUBS AND/OR CHILDREN'S SERVICES (E.G. SCOUTS) YOU HAVE VOLUNTEERED/WORKED FOR

1.	
2.	
3.	

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### **PART B – REFERENCES or NAME OF SPONSOR FROM CLUB**

Please give details of two referees (not relatives) who the club or the RFU may contact to request character references from should it be considered necessary to do so. These should be people who have known you for at least five years and have some professional standing in your community.

NAME		
POSITION		
ORGANISATION		
ADDRESS		
	POSTCODE	
TELEPHONE NO		
NAME		
POSITION		
ORGANISATION		
ADDRESS		
	POSTCODE	
TELEPHONE NO		
SIGNED	DATE	

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## PART C - SELF DECLARATION

The Rugby Football Union (RFU) and this club aim to promote equality of opportunity for all persons and welcome applications from a wide range of individuals, including those with prior criminal records. The position/role for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974 (as amended by the Rehabilitation of Offenders Act 1975). All 'spent' and 'unspent' convictions must be declared. Having an 'unspent' conviction will not necessarily impede your appointment within rugby union, this will depend on the circumstances and background to your offence(s). If you fail to disclose an offence and the RFU or this club is later informed of any previously undisclosed criminal matter, you may be subject to disciplinary action. Any information you provide will be held on a strictly confidential basis and dealt with the utmost discretion.

**1. Have you ever received a conviction/caution/reprimand or final warning for any criminal offences?**

YES

NO

**If yes, please supply details:**

**2. Are you a person known to any Social Services department/statutory agencies being an actual or potential risk to children or adults at risk?**

YES

NO

**3. Have you ever been the subject of disciplinary sanction (from any sport or other organisation's governing body) in relation to children.**

YES

NO

**If yes, please provide relevant details:**

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**I understand that it is necessary for me to declare any information requested and that the position/membership for which I have applied may involve access to Children, Young People and/or Adults at Risk.**

**I hereby give my consent to the RFU to conduct a Criminal Record (DBS) check if so required.**

NAME	
DATE OF BIRTH	
SIGNED	
DATE	

**Please return to: Club Safeguarding Officer. Please mark the envelope 'Private & Confidential – SDF'.**