
Covering Letter and Application Form

Covering letter to be sent to an applicant to work with children**CONFIDENTIAL**

Dear (**applicant**),

The protection of children, young people and vulnerable adults

Thank you for your interest in working with children in church activities. As you know, the Church is committed to the safeguarding of children and hence to the recruitment, selection and appointment of suitable adults to work with them. If you are appointed to the work, your appointment will be subject to a satisfactory Enhanced Disclosure from the Criminal Records Bureau (CRB). The Incumbent has details of how to apply for a Disclosure and what happens next.

We enclose the following forms:

1. An application form, with a request for details of two referees. Please fill this in and return it to the Vicar or whoever is responsible for recruiting people for this work.
2. A confidential declaration form asking for details of any cautions or convictions on your record which might indicate unsuitability to work with children

The legal position is that children's work is exempt from the Rehabilitation of Offenders Act 1974, and all convictions, however old, which relate to children and young people must be declared. Information about other criminal convictions should also be declared as these may be relevant to your suitability for this work.

If you do not complete the confidential declaration form, or do not disclose a conviction or any other relevant information, this may lead to your not receiving the appointment you are seeking, or to its being terminated or withdrawn.

Do not send the declaration form in, but bring it to your interview or meeting with the person responsible for the appointment. If you are selected for the post, the interviewer will ask to see your confidential declaration form. If there are any matters of concern, the Vicar will talk with you confidentially and may consult the Archdeacon.

The confidential declaration form will be kept in a secure place, and no information will be disclosed except where there is a legal duty to do so or to ensure the protection of children.

If you have any questions about the confidential declaration form or the Disclosure from the CRB, please ask the person named on the form or the Parish Child protection Co-ordinator.

Yours sincerely,

(Incumbent/Priest in charge/interviewer delegated by PCC)

APPLICATION FORM FOR WORK WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Church _____

We ask all prospective helpers in children's and young people's work to complete this form and the Confidential Declaration form (Appendix E). The information is kept confidential by the PCC or by those delegated by the PCC, unless requested by an appropriate authority.

Your details (PLEASE PRINT)

Name _____ Date of Birth _____

Address _____

_____ postcode _____

Telephone (Day) _____ (Evening) _____

How long have you lived at this address? _____

If less than 12 months, please give your previous address and the name of the church you attended.

Address _____

_____ postcode _____

Church _____

Have you ever changed your name? YES/NO

If 'Yes', by what other name(s) were you known, and when?

Name _____ Date _____

Your experience

Please give details of any special interests and skills you have, and previous experience of working with children, young people or vulnerable adults. Where appropriate, give the name(s) and date(s) of churches or groups (continue on another sheet if necessary).

Your qualifications or training

Please give details of any relevant qualification or appropriate training:

Are you prepared to undertake some (more) training? YES/NO

Do you suffer, or have you suffered, any illness which may directly affect work with children or young people? YES/NO

References

Please give the following details of two people who have known you for at least two years and who would be able to provide a personal reference if contacted.

NB The referees should not be related to you or be your direct supervisor or leader if you are appointed.

Reference One	Reference Two
Name _____	Name _____
Address _____ _____	Address _____ _____
Postcode _____	Postcode _____
☎ Day _____	☎ Day _____
Evening _____	Evening _____
Occupation (if any) _____	Occupation (if any) _____

Signed _____ Date _____

Please return the completed form to:

_____ (Interviewer)