

Please complete this form as your first step in offering to help.

**Part A**

Role:	<i>(Applicants should be provided with a role description)</i>
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**Personal Details**

Full name:		Title:	
Address:			
Telephone:		Mobile Telephone:	
Email:			
Current church:		Current circuit:	
How long have you lived at the above address? <i>If less than three years please give the following information:</i>			
Previous Address:			How long there?
Did you attend a church in previous location? <i>Please state name</i>		Name of Minister in previous location:	

**References** - *Please give details of two people, not family members, who know you well.*

Referee 1		Referee 2	
Name:		Name:	
Address:		Address:	
Telephone:		Telephone:	
Email:		Email:	
Position or relationship		Position or relationship:	

**Previous Experience** – please give details of previous experience, if any, of working in a similar role.

**Relevant qualifications** – please give details of any relevant qualification(s) or appropriate training for this role

**Training** – have you successfully completed any of the following training programmes?

Creating Safer Space – Foundation Module	Yes/No	If yes, when?	
Creating Safer Space – Advanced Module	Yes/No	If yes, when?	
Other relevant training	Yes/No	If yes, what and when?	
I understand that, if I am applying for a role working with children, young people or adults who may be vulnerable, I will be required to undertake further training as the Methodist Church requires.			Yes/No

**Part B – Confidential Declaration** All applicants need to complete this section regardless of role

Holding an office, position or responsibility, especially a public or Trustee role (church council member or committee member) is a privilege and a responsibility – it is not a right. The Methodist Church reserves the right not to appoint (or to take steps to remove from office) someone where they are found to be ineligible, unsuitable or where they have not declared information that should otherwise have been disclosed. Where certain criteria are fulfilled there can be an appeal to the Secretary of Conference, via those appointing, against a bar from a particular appointment.

There are restrictions to appointment relating to roles with substantial contact with vulnerable groups laid down in the Constitutional Practice and Discipline of the Methodist Church under Standing Order 010 (Constitutional Practice and Discipline of the Methodist Church, Volume 2, 2020).

If the position is exempt under the Rehabilitation of Offenders Act 1974, **you must declare both spent and unspent convictions and cautions. Criminal convictions should be disclosed unless they have been filtered.** In recognition that there are certain activities for which a full disclosure of an applicant's criminal record history is relevant, for example, where there is a risk to children, young people or vulnerable adults, the Methodist Church will undertake a DBS check.

Do you have any criminal convictions or cautions?	Yes/No	
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You will be asked to provide more details as part of this safer recruitment process.

## Training

If you decline to undertake initial safeguarding training or further training the Church Council/ Circuit /District (*delete as appropriate*) will be entitled to withdraw your authority to work with children, young people or vulnerable adults.

I confirm that the above details are correct and complete.

Signature:		Date:	
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### Privacy notice

Your data is being collected by The Methodist Church, whose privacy notice can be found here:

[www.methodist.org.uk/privacy-notice/](http://www.methodist.org.uk/privacy-notice/)

Trustees for Methodist Church Purposes (TMCP) is the controller and responsible for general data protection issues arising in respect of day to day matters such as lists of members, third party users of church premises and lay employees employed by local Churches, Circuits and Districts.

If you have any queries about the recruitment process in respect of your application, please contact a local minister or safeguarding officer.

**This form must be retained in a secure, confidential manner by the church council secretary or the minister with pastoral charge, or minister with specific delegated pastoral responsibility.**