

APPLICATION FORM

This form is to be completed by employees and volunteers in fencing.

Confidential

Position applied for:	
Surname and title (Mr/Mrs/Miss):	
Any first name, surname or maiden name previously known by:	
First name(s):	
Date of birth:	Place of birth:
Present address:	
Postcode:	
Telephone Number(s)	
E-mail address:	
Former address (if moved within the previous three years):	
Current occupation:	Name of organisation:
Role:	Address:
Start date:	
Previous occupation:	
Name of organisation:	
Start date:	
Finish date:	
Relevant experience:	
Previous experience of working with young children in a voluntary or professional capacity:	

Qualifications

Academic/school:
(not essential for those applying for voluntary posts to complete)

Vocational interests:

Sporting qualifications and experience:

Reasons for applying:

Name and address of two people who know you well (and are not related to you) who have first-hand experience of you working with children and who we can contact for a reference, or who have provided you with a reference testimonial:

With your approval we shall also contact your current employer (where appropriate) for a reference

I agree to abide by any Code of Ethics and Conduct which British Fencing and or Northern Ireland Fencing has in force.

Signed:

Date:

Print name:

NB Failure to disclose this information may result in exclusion from the club or organisation

REFERENCE FORM

Confidential

The following person has expressed an interest in working with The post involves substantial access to children. As an organisation committed to the welfare of and protection of children, we are anxious to know if there is any reason at all to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

- 1 How long have you known this person?
.....
- 2 In what capacity?
.....
- 3 What attributes does this person have that would make them suited to this work?
.....
.....
.....
- 4 Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

YES
NO

If you have answered YES we will contact you in confidence.

Signed: Date:

Print name:

Position: Organisation:

SELF DECLARATION FORM

You have a right of access to information held on you and other rights under the Data Protection Act 1984

Part A

Title	First Name	Surname	Any previous names by which you may have been known:
Address:			
Postcode:			
Telephone number(s):			
E-mail address:			

Date of Birth
<input type="text"/>

Sex	M	F
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Current Club(s)	Position	Start Date
	Coach/Helper/Team manager/Chaperone/Other*	
	Coach/Helper/Team manager/Chaperone/Other*	
	Coach/Helper/Team manager/Chaperone/Other*	

*Please delete as appropriate

Club (Previous)	Date(s)	Club (Previous)	Date(s)

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. **Please detail which documents:**

.....

Signature of club secretary or other designated officer:

Print name: **Date:**

Cont'd



Part B

Self Declaration (for completion by the individual named in Part A)

1 Have you ever been convicted of any criminal offences? YES/NO*

If YES, please supply details of any criminal convictions:

.....
.....

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions Amendment) Order 1986 you should declare all convictions including ‘spent’ convictions.

1 Are you a person known to any social services department as being an actual or potential risk to children? YES/NO*

If YES, please supply details:

.....
.....

2 Have you had a disciplinary sanction (from a sports or other organisations governing body) relating to child abuse? YES/NO*

If YES, please supply details:

.....
.....

*Delete as appropriate

IMPORTANT

I have read and understood the information leaflet regarding British Fencing’s Child Protection List. I hereby consent to British Fencing undertaking police and/or social services checks against me. I understand that the information contained on this form, the results of police and social services checks and information supplied by third parties, will be included on British Fencing’s Child Protection List, may be notified to my club/organisation and may be supplied by British Fencing to other persons or organisations who have an interest in child protection issues.

Please put a cross in this box if you do not wish to receive any other sports related information

Signed: Date:

Print name:

This form should be retained on file by club or person employing the applicant or where necessary returned DIRECT to British Fencing