

Application Form for Vennture Ambassadors

(Confidential when completed)



1. PERSONAL DETAILS

Full Name _____

Previous Name _____

Address _____

Post Code _____ DOB _____

Email Address _____

Telephone No. _____ Mobile No. _____

Emergency Contact (Name & relationship to you) _____

Emergency Contact Number _____

Uniform coat size _____ Uniform t-shirt size _____

2. Experience

Please summarise your motivation for applying for this post.

Please tell us any skills and experience you have that you could bring to this role?

3. Employment, Education and Qualifications (Secondary/College/University etc.)

Please give details of all employment and education in chronological order.

From	To	Name & Address of Employer/School	Job Title & Key Responsibilities / Qualification	Reason for Leaving/ Grade

4. Interests

Please tell us about any clubs, hobbies, voluntary work you undertake, which may be relevant to this post.

5. VISION AND VALUES

Hereford City Mission was created in 1856 by John Venn, Vicar of St. Peter's, and his sister Emelia, to employ individuals to visit struggling families in their homes to support them and encourage their well-being. In May 2013, under the leadership of Robert Thomas, Hereford City Mission was born again as **Vennture** – a cross-denominational initiative by the county's churches to address social challenges emerging from an ebbing tide of publically funded health and welfare. While Vennture is a church-rooted enterprise, it benefits those of all faiths and none.

Venn Values of Family, Industry, Responsibility and Enterprise underpin all that we do. However messy it gets, we recognise and value family: we work to build supportive families committed to giving children the best, based on rock-solid Christian principles. We are inspired by the message, life and example of Jesus; this shapes and guides every aspect of our work. Our desire is to bring Community, Equality, Inclusivity, Hope and Transformation.

How do you personally relate to the vision and values of **Vennture**?

6. OTHER INFORMATION

Do you hold a current Full Driving Licence **YES** **NO**

What kind of licence is it (e.g. car, HGV, etc...) _____

Do you have regular use of a vehicle? **YES** **NO**

Please give details of any points and / or driving ban in the last five years

Languages spoken (other than English and including British or other national Sign Language)

7. REFEREE DETAILS – Please give details of 2 people (professional & personal) who would be willing to give you a reference

Referee 1 (Professional)		Referee 2 (Personal)	
Name	_____	Name	_____
Role / Occupation	_____	Role / Occupation	_____
Address	_____	Address	_____
	_____		_____
Telephone	_____	Telephone	_____
Email	_____	Email	_____
Relationship to you	_____	Relationship to you	_____

8. LEGAL REQUIREMENT

Under the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer a position that involves regular contact with young people under the age of 18 years to anyone who has been convicted of certain offences, or who is included on the Protection of Children Act List /Department for Education and Skills List 99.

As this post may involve unsupervised contact with children, young people or vulnerable adults, all applicants must agree to a Disclosure and Barring Service check being carried out prior to confirmation of the position.

If the successful applicant is approved they will be required to sign a Data Protection/Confidentiality Agreement to comply with Data Protection Act 1998.

9. DECLARATION

I have carefully considered my application and declare that the information given is to the best of my knowledge true and complete.

Should I be successful with my application, I agree to a Disclosure and Barring Service and barred list check being carried out.

Signature of Applicant _____ Date _____

All personal data is held in line with the Data Protection Act 1998.

Self-declaration Form for a Position Requiring a Disclosure

STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, to the Recruiter detailed below, in a separate sealed envelope

To: Herefordshire Vennture

(Name of Recruiter/responsible person in place of worship/organisation processing Criminal Records Disclosure checks)

Address: Venn Legacy Centre, 45 Venns Lane, Hereford, HR1 1DT

Appointment applied for: Vennture Ambassador

CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

POLICE INVESTIGATIONS

Please complete this section if you are applying for an Enhanced Disclosure Check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules)*?

Yes No (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes No (please tick)

If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please tick) If yes, please give details.

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____ of (address) _____

consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____ Date: _____

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children / vulnerable adults.

Signed: _____ Date: _____

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

[*https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)
<https://www.gov.uk/government/publications/dbs-filtering-guidance>

[**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitation-offenders.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitation-offenders.pdf)

LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves substantial, unsupervised contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/SCRO/ACCESS NI Service.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking that involves working with children or vulnerable adults. Should we ever need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children/vulnerable adults.

Notes for England, Wales & Northern Ireland Only - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.