



APPLICATION FORM (including DBS)

Please complete ALL sections of this form and return it to your Club Welfare Officer (or Association Safeguarding Officer if you are applying for the role of CWO). The Association Safeguarding Officer will instigate any necessary DBS checks

We appreciate that this is a long document! But you will only need to complete it once and it forms part of our Safe Recruitment Procedure as required by our Policy documents.
Thank you for your support.

Part 1 - Post Details

| | |
|--|-----------------------------------|
| Position applied for: (*delete as appropriate) Club Welfare Officer / Club Instructor Coaching Juniors / Other (please specify) | |
| Club Leader Full Name: | Club Leader Contact Email: |
| Club Name: | |

Part 2 – Applicant Personal Details

| | |
|------------------------------|-------------------------|
| Surname: | Forename(s): |
| Any Previous Surname: | Gender Pronouns: |
| Date of birth: | Occupation: |
| Address: | Contact Details: |
| Postcode: | Home: |
| | Mobile: |
| | Email: |

Part 3 – Previous Experience

Previous Experience of working with Children and Young People: *(Please provide details of previous membership to any other youth organisations as an adult staff member/supervisor, e.g. Scouts, Guides, Sports Teams, etc, including your role and responsibilities)*

Part 4 – References

Please provide contact details for two referees – ideally one should be able to comment on your work with children and young people)

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Official-Sensitive / Personal Data (When Complete)

Part 5 – Criminal record declaration (self disclosure)

| | |
|--|----------|
| <p>This role is exempt from the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978. You are therefore required to declare all unspent convictions and conditional cautions and all spent convictions and adult cautions that are not protected (i.e. eligible to be filtered).</p> <p>Do you need to declare any of the above?</p> <p>If YES please give details (use a separate sheet if required or continue overleaf)</p> | YES / NO |
| <p>If the role you are applying for has been defined as regulated activity it will also be subject to an enhanced with barred list check in England, Northern Ireland and Wales or checks under the Protecting Vulnerable Groups scheme in Scotland.</p> <p>It is a criminal offence to apply for or accept a position working with children if you have been barred from/listed as unsuitable to engage in regulated activity/work with children.</p> <p>Are you included on the list of people barred from/listed as unsuitable to engage in regulated activity/work with children – or have you been referred to the DBS for consideration for barring?</p> <p>If YES please give details (use a separate sheet if required or continue overleaf)</p> | YES / NO |

Part 6 – Conduct declaration

| | |
|--|----------|
| <p>Have you ever been known to any children’s service department or police as being a risk or potential risk to children?</p> <p>If yes, please provide further information:</p> | YES / NO |
| <p>Have you ever been dismissed for misconduct from any paid or voluntary position previously held by you?</p> <p>If yes, please provide further information:</p> | YES / NO |

Part 8 – Coaching Qualification

Please confirm if you hold Coach Level 1 (minimum) issued/recognised by the Aikido Alliance UK. *(It is a mandatory requirement for all Aikido unsupervised Coaches to hold a minimum Coach Level 1 certification for insurance purposes)*

Coach Level 1 or greater Cert No. _____

or

N/A (post does not involve coaching)

It is best practice for all those working with children and young people to attend the UK Coaching module: Safeguarding and Protecting Children (SPC) Workshop (or equivalent). This workshop provides generic safeguarding training for sports organisations.

Please indicate your willingness to be placed on the waiting list for this training

Part 9 – Induction Training

Please confirm that you have received induction training that has included the following

- Explanation of the Aikido Alliance UK Safeguarding Policy and Procedures
- Clarification of the roles and responsibilities of the Post. You should be aware of your role description and know who you should go to if you have any questions

Please use this space to add any other comments

Official-Sensitive / Personal Data (When Complete)

Part 10 – Information for the Applicant

The post that you have applied for is a position whose normal duties include caring for, training, supervising or being in sole charge of children (a 'regulated position' in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Exclusions and Exceptions (Scotland) Order 2003, the Police Act 1997, the Safeguarding of Vulnerable Groups Act 2006 and the Protection of Vulnerable Groups (Scotland) Act 2007). By signing the below, I understand and agree that I must meet and adhere to the following declaration:

- a) I hereby declare that I have not been disqualified from working with children or subject to a Disqualification Order within the meaning of the Criminal Justice and Court Services Act 2000.
- b) I understand that this post is conditional upon the receipt of a satisfactory enhanced criminal records check (and barred list check if appropriate). I also give my consent for appropriate enquiries to be made to any other relevant authority.
- c) I hereby give formal written consent, under the provisions of the Data Protection Act 1998/GDPR 2018, for personal data including the data contained within this application to be held by my Association and the Aikido Alliance UK.
- d) I agree to inform my Association Safeguarding Officer if a criminal charge is to be brought against me or if I am convicted of any criminal offence (excluding minor road traffic offences), become the subject of a police, social services, or professional body child protection related investigation after I am appointed. I understand that failure to do so may lead to the immediate suspension of my appointment and/or termination.
- e) I agree to abide by the Aikido Alliance UK Safeguarding Procedures and Policies.
- f) I certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension or termination of my appointment.
- g) I certify that there are no other reasons that I am aware of as to why I should not work with children, and that if I become aware of any such reason, I will inform the Club Welfare Officer or Association Safeguarding Officer.

Signed: _____

Name: _____

Date: _____

The information you have given will be treated in strict confidence.

DPA 2018. This form contains personal data as defined by the DPA 2018. The Information provided will be processed in accordance with the regulations contained in the Act.

This form should now be signed by the Club Leader named in Part 1 and passed to the Association Safeguarding Officer.

The application is recommended.

Signature: _____

Full Name : _____

Date: _____