**Application form for the role of  
Adminstrator for Mothers’ Union Winchester Diocese**

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| --- | --- | --- | --- |
| Full Name | |  | |
| Previous Name (s) | |  | |
| Date of Birth | |  | |
| Address (including postcode) | |  | |
| Tel No | |  | |
| Email | |  | |
| How long have you lived at the above address?  If less than 12 months, please provide your previous addresses for the past 5 years | |  | |
| Please provide details of your current/previous employment for the past 5 years, with reasons for any gaps in employment  Please provide any details of any previous roles you have undertaken (both for the Mothers’ Union and any other organisation/church) | |  | |
| As part of this role, you will be required to undertake safeguarding training.  Please provide details of any previous safeguarding training you have undertaken, including for Mothers’ Union | |  | |
| Please provide a short statement, no more than 500 words, as to the reasons why you wish to apply for this role and what qualities/experience you believe you can bring to the role | |  | |
| Please provide the names and addresses of two people who have known you for at least two years (not a relative) and would be able to provide a personal reference: | | | |
| Name | | | Name |
| Address (inc. postcode) | | | Address (inc. postcode) |
| Tel No | | | Tel No |
| Email | | | Email |
| **Additional Information**  In case of a medical or similar emergency, please give the contact details of someone we could contact: | | | |
| Signature |  | | |
| Date |  | | |

**Self-declaration Form**

**Explanatory notes are given on the attached sheet.**

*This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, if appropriate, the Mothers’ Union Safeguarding & Procedures Lead for Britain & Ireland based at Mary Sumner House.*

*All forms will be kept securely in compliance with the requirements of the General Data Protection Regulations effective from 25th May 2018 and all other relevant legislation and the expectations of the Information Commissioners Office relating to the data privacy of individuals*

**Background***Although the role of administrator for Mothers’ Union Winchester Diocese does not include direct contact with children and/or adults at risk of abuse or neglect, you will have access to confidential information about individuals who are at risk and therefore will be required to have an enhanced criminal record check from the Disclosure and Barring Service.*

*All information declared on this form will be carefully assessed to decide whether it is relevant to the role in question and will only be used for the purpose of safeguarding children, young people and/or adults at risk of abuse or neglect. Please note that the existence of a criminal record will not necessarily prevent a person from taking on this role.*

Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? Include both ‘spent’ and ‘unspent’ convictions

Yes  No  (please tick)

Have you ever received a caution, reprimand or warning from the Police that has not been filtered in accordance with DBS filtering rules?

Yes  No  (please tick)

***If you have ticked yes to either of the above, please give details here***

Are you at present (or have you ever been) under investigation by the Police or an employer or other organisation for which you worked for any offence/misconduct?

Yes  No  (please tick)

Are you or have you ever been prohibited and/or barred from work with children and/or vulnerable adults?

Yes  No  (please tick)

Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and/or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and/or vulnerable adult was at risk of significant harm from you?

Yes  No  (please tick)

Has your conduct ever caused or been likely to cause significant harm to a child and/or vulnerable adult and/or put a child or vulnerable adult at risk of serious harm?

Yes  No  (please tick)

To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

Yes  No  (please tick)

Have you ever had any allegation made against you, which has been reported/referred to , and investigated by the Police/Garda/Social Services/Social Work Department (Children or Adult Social Care)?

Yes  No  (please tick)

Has a child in our care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under Children Act 1989, or a similar order under any other legislation?

Yes  No  (please tick)

*If you have answered ‘yes’ to any of the above, please give details of the complaints, allegations, offences, including dates. Please give any further details such as the reasons or circumstances which led to the offence or allegation. All these matters will be checked with the relevant authorities.*

**Declaration**

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

After I have taken up my role, I agree to inform the activity leader if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult’s Social Care) investigation.

Signed:

Full name: Date of Birth:

Address:

Date:

Please return this form to:   
Diocesan President, Sue Murphy – email: [president@muwinchester.org.uk](mailto:president@muwinchester.org.uk) , phone 07514 024157