|  |  |
| --- | --- |
| Role:  *(Applicants should be provided with a role description)* |  |

Further information about the role can be found on the district website. This form is part of our Safer Recruitment policy and should be submitted to Rev Gill Newton [chair@sheffieldmethodist.org](mailto:chair@sheffieldmethodist.org)

After submitting the form you will be offered a conversation about the role with two representatives of the district prior to any decisions being made about the role.

There may be occasions when more people offer to fill a volunteer position than are required. We are always keen to support people in furthering their vocation, whether through this role or in other ways.

|  |  |
| --- | --- |
| Your name |  |
| Your email address |  |
| Phone number we may use to contact you about this role |  |
| Church(es) you are a member of/ are based at |  |
| Name and email of a minister/ superintendent with whom you have discussed this role and who is willing to act as a referee for you. |  |
| How did you hear of this vacancy |  |

|  |
| --- |
| What excites you about this role? |
|  |
| Are there any particular skills, experiences, abilities or perspectives that you would bring to this role? |
|  |
| What (if any) other official roles or positions do you currently undertake within Methodism? |
|  |
| Is there anything that concerns you about taking on this role, or aspects of if you would like to understand more about? |
|  |
| Are there any changes that the district might need to make to its ways of working to enable you to flourish in 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 |

**DBS Check** – If applicable

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have a DBS certificate? | Yes/No | If yes, when was it issued? |  |

**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, y**ou 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* |  |

*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 District 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: |  |

|  |
| --- |
| **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 the District Administrator (admin@sheffieldmethodist.org).

**This form must be retained in a secure, confidential manner by the District Administrator or the Chair of District.**