



**SALFORD DIOCESAN PILGRIMAGE  
TO LOURDES, 2011.**

**VOLUNTEER APPLICATION PACK**

*for those over 18 years old*

## Introduction

Thank you for requesting an application pack to become a Volunteer on the Salford Diocesan Pilgrimage to Lourdes this summer.

Each year people from the Diocese travel to Lourdes on pilgrimage to visit the shrine of Our Lady. This group is made up of people from all over the Diocese and includes a number of pilgrims who may be elderly or have specific medical and care needs. Often these special pilgrims choose to stay in the Accueil Marie St. Frai during their pilgrimage, which is a welcome centre for those who need special support or assistance.

Most volunteers spend time during their own pilgrimage working to support these pilgrims in a variety of ways. The sick pilgrims would not be able to get to Lourdes without the help and assistance of our many volunteers and we are grateful to all who offer to volunteer to help us in this way.

To apply to become a Volunteer on the 2011 Diocesan Lourdes Pilgrimage you **must** read carefully all the details in this application pack.

When you have read and clearly understood the roles and responsibilities of being a volunteer on the pilgrimage, please complete BOTH sections A and B and return them as soon as possible to:

**Fr Barry O'Sullivan,  
Diocesan Safeguarding Co-ordinator,  
Cathedral Centre, 3 Ford Street, Salford. M3 6DP.**

As well as completing Sections A and B, **all** Pilgrimage Volunteers over the age of eighteen must receive an enhanced disclosure from the Criminal Records Bureau. After reading the section 'Which forms do I need to complete?' you may find you need to obtain a Criminal Records Bureau check. If this is the case please attend one of the meetings outlined in this application pack with the relevant required documentation.

Should you have any difficulties completing these forms or require any additional information, please do not hesitate to contact your group leader, if you are travelling as part of a group, or either of us and we will be happy to assist.

Please complete these forms and return them **as soon as possible** to help our early preparation for the Pilgrimage. They must be returned by **9th May, 2011 at the latest**. Forms received after this date, if a CRB check is needed, may not give enough time for the processing of the check and may mean that you will not have clearance to work with children and vulnerable adults on the Pilgrimage.

It is your responsibility to return the form by the final date to enable us to process your application and give you clearance to work as a volunteer; failure to do so will mean that, even though you will be welcomed to Lourdes as a pilgrim, you will **not** be able to work as a Volunteer.

We look forward to you being with us in Lourdes in the summer.



Fr Anthony Kay  
Pilgrimage Director  
[anthony.kay@dioceseofsalford.org.uk](mailto:anthony.kay@dioceseofsalford.org.uk)



Patrick O'Dowd  
Executive Director  
[patrick.odowd@dioceseofsalford.org.uk](mailto:patrick.odowd@dioceseofsalford.org.uk)

## **DESCRIPTION OF THE ROLE** *of a Pilgrimage Volunteer*

Each year a large group of people from the Roman Catholic Diocese of Salford travel to the Shrine of Our Lady in Lourdes, France, on pilgrimage. A significant part of this group is made up of a number of sick and elderly pilgrims who are only able to travel to Lourdes with the assistance of the Pilgrimage Volunteers.

Some of the volunteers assist the sick by travelling with them on the aeroplane and most of them work alongside them in Lourdes providing help and assistance. These volunteers are directed by the Senior Helpers and Medical and Nursing Team. The assistance that the Pilgrimage Volunteers give to our sick and elderly pilgrims means that they are given every opportunity to take a full and active part in everything that takes place on the pilgrimage. Much of the time as a Pilgrimage Volunteer will be spent helping the sick pilgrims in various ways.

For those volunteers who are participating as part of the Medical and Nursing Team this will mean assisting the pilgrims according to their special medical and care needs, as directed by the senior Medical personnel.

The duties for all other Pilgrimage Volunteers will be to assist the pilgrims, either pilgrims who stay in the Accueil Marie St. Frai or hotel pilgrims, in various ways. You will be supervised and supported by your team leader, the co-ordinator of the Accueil or by a member of the Medical and Nursing Team. Your primary duties will include; assisting the pilgrims to get around Lourdes, so that they can attend Mass or visit the shrine of Our Lady, by helping to push a sick person's wheelchair or helping them in a special chair known as a *voiture*; helping to serve meals in the dining room of the Accueil; helping with general housekeeping or cleaning duties in the Accueil; making cups of tea or coffee or helping with drinks while the pilgrimage is taking part in any of its planned activities.

As a result a lot of your time during the pilgrimage will be spent in the company of sick and elderly pilgrims, and thus one of the essential roles of a Pilgrimage Volunteer will be to talk with and listen to the pilgrims as you spend time with them each day.

## **PERSONAL QUALITIES** *of a Pilgrimage Volunteer*

Volunteers with the Diocesan pilgrimage must be willing to participate in the programme of the pilgrimage, be enthusiastic about the opportunity of working with sick or infirm pilgrims, and be sympathetic to the Roman Catholic ethos of the Shrine.

In general, volunteers should be reasonably fit and healthy in order to complete many of the tasks involved in this role. The pilgrimage committee will make suitable arrangements for any volunteer who may have a disability or other special needs in order that they can fully participate.

Because of the nature of what we do in Lourdes volunteers will be privileged, at times, to come to know personal medical information about a pilgrim. This will require volunteers to maintain this information in a private and confidential way.

Working alongside other team members is an important part of this role and the ability to work as part of a team, under the supervision of a team leader, is essential.

Some volunteers will be under the age of 18 and this requires adult volunteers to be sensitive to them and their needs. Adult volunteers will need to maintain appropriate working boundaries and be an example of good conduct to those younger than themselves.

## **CODE OF CONDUCT** *for all Pilgrimage Volunteers*

It is the responsibility of the Salford Diocesan Pilgrimage to ensure that all young people and vulnerable adults are protected and kept safe from harm at all times. All those involved with contact with children, young people and vulnerable adults must observe the following at all times and sign the application form to say that you are willing to abide by this Code of Conduct for the duration of the Pilgrimage:

As a pilgrimage volunteer, you **MUST**:

- Operate within the Church's principles and guidance and any particular procedures of the Diocese, Parish, School or Group.
- Treat all children, young people and vulnerable adults equally and with respect.
- Engage and interact appropriately with children, young people and vulnerable adults.
- Challenge unacceptable behaviour and provide an example for good conduct you wish others to follow - an environment which allows bullying, inappropriate shouting or any form of discrimination is unacceptable.
- Respect a child, young person or vulnerable adult's right to personal privacy.
- Recognise that particular care is required in moments when you are discussing sensitive issues with children, young people and vulnerable adults e.g. maintain appropriate boundaries.
- Avoid situations that compromise your relationship with children, young people and vulnerable adults, and which are unacceptable within a relationship of trust. This rule should apply to all such behaviours including those which would constitute an illegal act.

As a pilgrimage volunteer, you **MUST NOT**:

- Discuss topics or use vocabulary with children, young people and vulnerable people which could not be used comfortably in the presence of parents or another adult.
- Arrange any external contact with a child, young person or vulnerable adult without ensuring that another approved person will be present.
- Take a chance when common sense suggests another more prudent approach.
- Physically emotionally or sexually abuse or exploit any child, young person or vulnerable adult.

*Finally, all pilgrims should be treated with courtesy, respect and dignity at all times.*

*All volunteers must act responsibly in respect of their own alcohol consumption and will, at all times be in a state to deal with any emergency that may arise, always behaving in such a way that will take into consideration the needs of other pilgrims.*

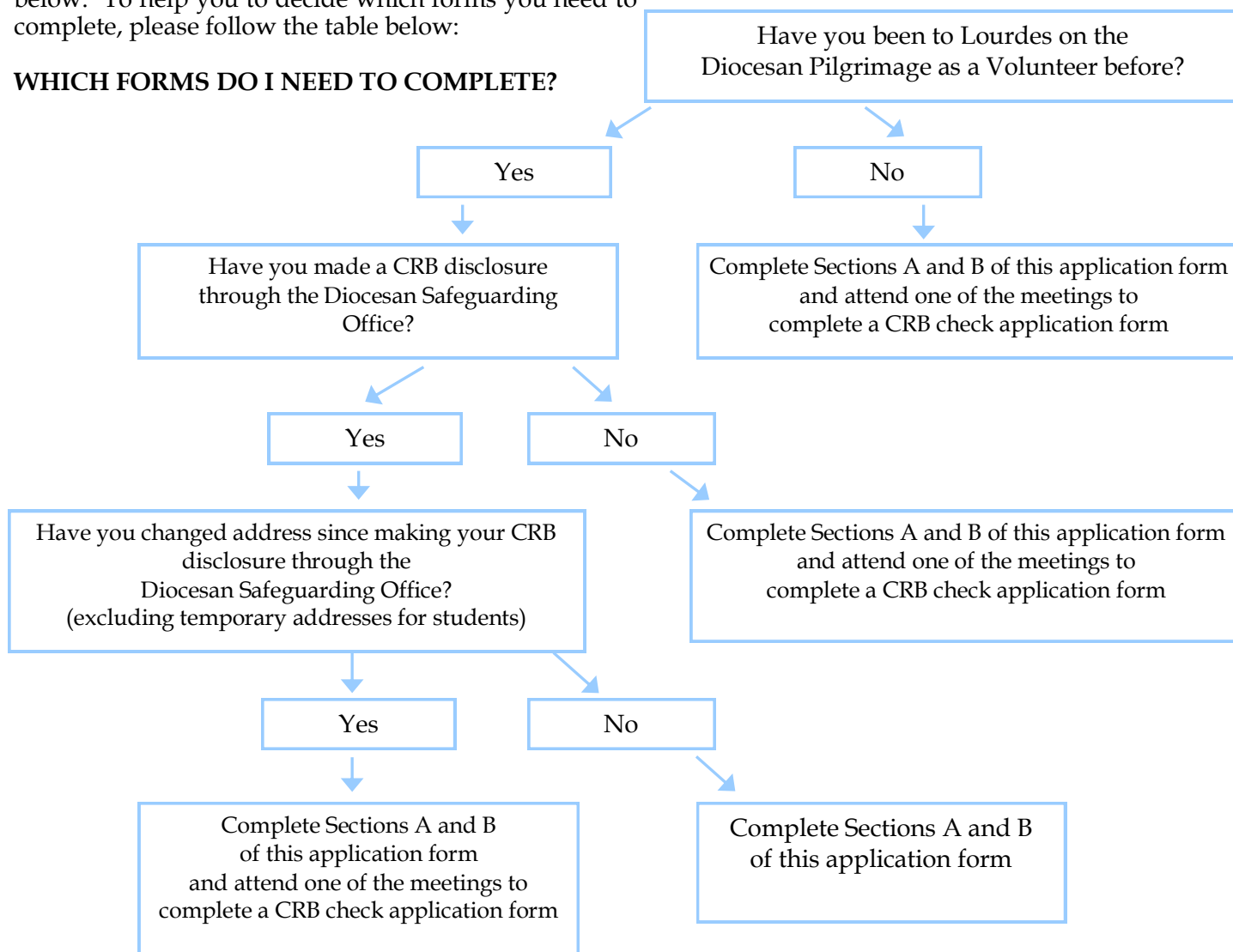
For those working as part of the Medical and Nursing Team, an additional code of conduct is provided.

All serious complaints concerning the conduct of a Volunteer will be referred to the Pilgrimage Director. In the event of a serious complaint being made the Volunteer will be assessed as to the suitability of the Volunteer continuing with their duties on this or future pilgrimages.

# VOLUNTEER SAFE RECRUITMENT PROCESS

As adult volunteers (aged 18 years or above) this role will include working alongside younger volunteers (from the age of 16 years) and, of course with sick pilgrims, who may be considered as a vulnerable child or adult. Therefore this role requires that all volunteers, of the age of 18 or over, are safely recruited according to National Guidelines and Policies. Your recruitment will entail completing Sections A and B contained in this pack, applying for an enhanced disclosure through the Criminal Record Bureau (CRB) and your attendance at appropriate training courses organised by the Pilgrimage Committee. This role is exempt from the Rehabilitation of Offenders Act 1974. All volunteers will be following the same process as outlined below. To help you to decide which forms you need to complete, please follow the table below:

## WHICH FORMS DO I NEED TO COMPLETE?



## MEETINGS TO COMPLETE CRIMINAL RECORD BUREAU APPLICATION FORMS

If after following the diagram above you need to apply for a Criminal Records Bureau disclosure, you will need to complete an 'Enhanced Disclosure Application' form and have it checked and counter-signed at one of a number of meetings that will be organised during 2011.

*The dates of the meetings are:*

- Sunday, 20<sup>th</sup> March - CRB signing session I, Cathedral Centre, 1.00 p.m. – 3.00 p.m.
- Sunday, 10<sup>th</sup> April - CRB signing session II, St. Peter's, Middleton, 1.00 p.m. – 3.00 p.m.
- Sunday, 1<sup>st</sup> May - CRB final signing session III, St. Peter's, Middleton, 1.00 p.m. – 3.00 p.m.

**Attendance is by appointment only so please book an appointment by calling 0161-817 2209 or e-mail [lourdes.pilgrimage@dioceseofsalford.org.uk](mailto:lourdes.pilgrimage@dioceseofsalford.org.uk).**

If you are part of a group, your leader will have the details of the meetings organised for your group. Otherwise you can attend one of the general sessions that have been organised. Details of these meetings are also available on the pilgrimage website: [www.salfordlourdes.co.uk](http://www.salfordlourdes.co.uk) under 'Volunteer Info' and 'Calendar of Events'.

# INSTRUCTIONS FOR COMPLETING A CRB FORM

at a CRB session

1. Use Black ink and write in CAPITAL LETTERS
2. Complete only the sections listed below unless instructed otherwise
3. If a section is not applicable leave it blank - do not cross it out.
4. Do not leave spaces in the sections for the postcode or the telephone numbers
5. If you are known by any other names other than names on documents, e.g. middle name please, give details in part C (see below)

The following letter and number combination below refer to the specific sections listed on the left of each page on the application form. Follow the directions listed below.

## Part A

A 8/9 - Month and year when you moved to your current address even if more than 5 years ago.

A12 - You should list your National Insurance number if you have not brought your passport.

## Part B

B13 - write 'CHURCH MINISTRY CHN/VAd'

B14 - write 'SALFORD DIOCESE LOURDES'

B15 - write 'WARDLEY HALL, WORSLEY, MANCHESTER, M28 2ND'

## Part C

Married women – please do not forget to enter maiden name

If no other names used – you must still complete section on place of birth

C20 to 26/27 - Please note this is for any change of surname or forenames through: adoption (only if adopted over the age of 10)/marriage/divorce/religious sister/brother. If use title Mrs or Ms give surname at birth even if it has not changed. If ever used any other fore name(s) / variation on names given at part A e.g. known by middle name please state with dates.

C28 to 32 Complete in full - place of birth, country of birth and nationality

## Part D

Complete this only if you have moved within the last 5 years. Please ask for a continuation sheet if you have had more than 2 addresses in the last five years.

## Parts E, F and G

DO NOT FILL IN

## Part H

H66 - Please make sure you have put in a cross in one of the boxes

H67 - Cross this if you have used a continuation sheet

H68 - Please sign

H69 - DO NOT SIGN

H70 - Please date

## Part X

For person verifying ID to complete

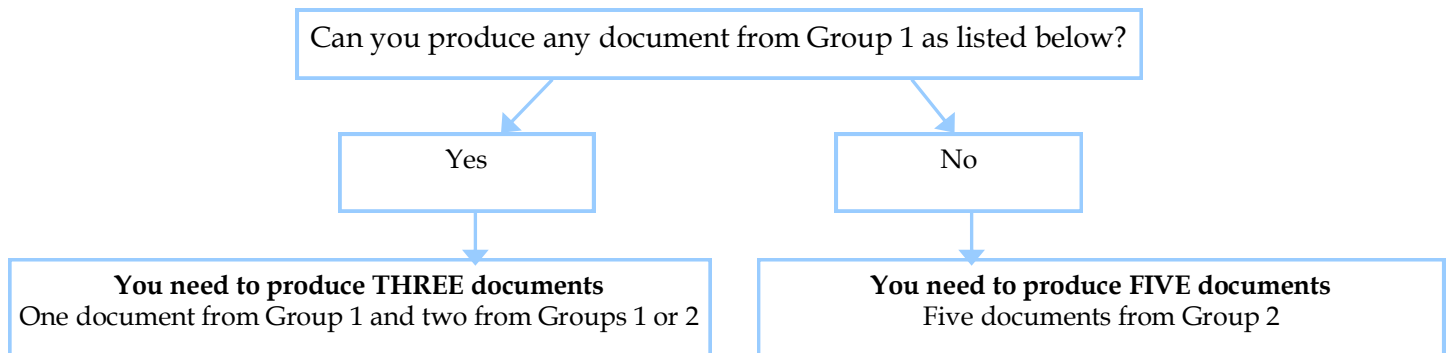
## Part Y

Only for Fr Barry O'Sullivan to fill in.

# DOCUMENTATION NEEDED FOR COMPLETING A CRB FORM

at a CRB session

When you attend one of these meetings you need to bring with you some documentation. Follow the chart below to determine which documents you need:



## Acceptable Identity Documents

### Group 1

- Valid Passport (any Nationality)
- EU National Identity Card
- UK Birth Certificate (issued within 12 months of date of birth, full or short form acceptable)
- UK Driving License (Full/provisional, a photo card must be accompanied by paper license)
- HM Forces ID Card (UK)
- Adoption Certificate (UK)
- UK Firearms licence.

Please note: If you are not using your Passport as a Identity Document, you MUST have your national insurance number available.

### Group 2 – this is not an exhaustive list but reflects the most frequently used.

- Marriage certificate
- Non-original UK birth certificate (issued after 12 months of date of birth) (full or short form acceptable)
- National Insurance number card
- Exam certificate (e.g. GCSE, NVQ)
- Valid NHS card
- Valid TV licence
- Valid insurance certificate
- Certificate of British nationality
- Valid vehicle registration document
  
- Bank or building society statement\*
- Utility Bill (electricity, gas, water, telephone – inc mobile phone contract/bill)\*
- Credit card statement\*
- Store card statement\*
- Correspondence or a document from: Benefits Agency, Employment Service, Inland Revenue, or a Local Authority\*
- Mail order catalogue statement\*
- Addressed payslip\*
- \* Documentation should be less than three months old.*
  
- Mortgage statement\*\*
- British work permit/visa\*\*
- Financial statement (e.g. pension, endowment, ISA)\*\*
- Court summons\*\*
- Child Benefit book\*\*
- P45/P60 statement \*\*
- Connexions card
- \*\* issued within past 12 months.*

N.B. All documents must be in your current name. At least one documents must show your current address and at least one document must show your date of birth.

# SAFEGUARDING SELF-DECLARATION

*"Each one of you has received a special grace, so, like good stewards responsible for all the different graces of God, put yourselves at the service of others. (1 Peter 4:10)"*

*The following is issued in compliance with the National Procedures for Safeguarding Children and Vulnerable Adults in accordance with the requirements of the Catholic Safeguarding Advisory Service.*

The Catholic Church uses Criminal Records Bureau Disclosures to ensure that those working with vulnerable groups within their diocesan or parish activities and Religious Orders have been recruited on a fully informed basis.

The Catholic Church is required, under the Rehabilitation of Offenders Act 1974, to provide you, as the applicant, with the opportunity to voluntarily disclose any convictions, cautions, warnings or bind-overs.

There is also an expectation that the Catholic Church check an applicant's previous employment and relevant experience as part of the broader recruitment process.

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of "spent" offences if asked about their criminal record.

However, there are certain professions and employments where ex-offenders have to disclose information about spent (in addition to "unspent") convictions where the organisation indicates that the role being applied for is exempted (see below).

Exempted roles/occupations (relevant within the Church) are those roles in relation to children or vulnerable adults which involve either regular contact with or regularly caring for, supervising, training or being in sole charge of such people.

These are in addition to certain positions of trust (this includes the Clergy and Religious roles) and those roles delivering the provision of health services in the course of normal duties (i.e. Care Homes run by Religious Orders);

**The post for which you have applied or are currently working is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions Order).**

Once you have completed, signed and dated the attached form please detach these notes and retain them for your future reference and information.

Place the completed form in a SEALED envelope and pass to your Parish Representative; Religious Representative or nominated recruiting person e.g. Care Home Centre Manager.

The completed form and its contents will only be reviewed by those with the entitlement to do so to assess relevancy of the contents e.g. The Diocesan Safeguarding Coordinator/Officer or your employer.

## ***What happens if something is declared?***

Any information you supply on the form will not necessarily bar you from undertaking the role for which you are applying/currently working in. Your Diocesan or Religious Safeguarding Coordinator/Officer or employer

will contact you to discuss any information you disclose and obtain any further details required to help assess the relevancy of the information to the role for which you are applying.

Should further information be warranted in light of your disclosure of information, your prior consent will be sought BEFORE further information or enquiries are made.

## ***How will decisions be made in light of information disclosed?***

Decisions will be made based on full examination of the information disclosed, following further discussion with you regarding the details and circumstances and with possible referral to relevant parties (with your prior consent). You will be kept informed of the decision process and outcome.

## ***Who will be involved in the decision making process?***

Your Diocesan or Religious Safeguarding Coordinator/Officer or employer will make the decision in consultation, if necessary, with the appropriate Safeguarding Commission.

## ***Where will this form be held; by whom and for how long?***

This form will be retained by the Diocesan Safeguarding Office; Religious Order or employer as per the Safe Storage and Retention Policy requirements.

## **The form will NOT be retained within your local Parish or by your Group Leader.**

The form will be retained for 75 years\* within either:-

- lockable, non-portable cabinets (with restricted access to keys by authorised and relevant personnel only)
- stored electronically on password protected, secure, Safeguarding specific drives accessible only by authorised Safeguarding personnel within Dioceses or Religious Orders.

All authorised personnel have completed and signed a Confidentiality Agreement.

\*This period was prescribed by The National Catholic Safeguarding Commission (NCSC) in 2009.

**CSAS is the national agency for safeguarding within the Catholic Church in England & Wales. The National Safe Recruitment policy has been endorsed by the Bishops Conference and the Conference of Religious. CSAS is the Registered / Umbrella Body of the CRB for the Catholic Church of England & Wales.**

**PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION & REFERENCE**



# Salford Diocesan Pilgrimage to Lourdes 2011

## Over 18 Volunteer Application Form - SECTION A

### APPLICATION FORM FOR VOLUNTEER ROLES INVOLVING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

#### PERSONAL INFORMATION

*This section is to be completed by all Volunteers who will be over 18 years of age at the time of the Pilgrimage. If you have a disability that may make the completion of this form difficult, the form can be completed by someone on your behalf, however, we will still require your signature. If you have a disability that may make it difficult for you to attend an informal chat regarding the role, please advise us so that we can assist you as appropriate. Please complete the form in BLOCK CAPITALS using black ink.*

#### APPLICATION NUMBER:

Please apply to your group leader for your application number and put it in this box:

*If you are not part of a group please email [app2011@salfordlourdes.co.uk](mailto:app2011@salfordlourdes.co.uk) or contact the Pilgrimage Office and ask for an application number.*

The application form cannot be processed unless it includes a valid application number. Please ensure that you have obtained one from your Group Leader or the pilgrimage office before returning.

Role applied for:	PILGRIMAGE VOLUNTEER, SALFORD DIOCESAN PILGRIMAGE TO LOURDES
Title	MR / MRS / MISS / REV / SR / DR / Other, please specify
Full name <i>Please include all forenames in addition to your surname</i>	
Preferred name [not nickname] <i>for use on identity badge</i>	
Date of birth	
Please tick as appropriate	Male [ ] Female [ ]
Full Home address	
Post Code	
Home telephone number	
Mobile telephone number	
Email address	
Number of years service	Number of years service given to the Diocesan Pilgrimage <b>including</b> 2011

#### IMPORTANT:

This form is to be returned, together with Section B, at the latest by 9th May, 2011, to:  
Fr Barry O'Sullivan, Safeguarding Co-ordinator, Cathedral Centre, 3 Ford Street, Salford, M3 6DP.

Please tell us something about yourself – any interests or experiences you have which are relevant to the role.

**Emergency Contacts and telephone numbers**

Name of Emergency contact person	
Home telephone number	
Work telephone number	
Mobile number	

Name of alternative Emergency contact person	
Home telephone number	
Work telephone number	
Mobile number	

**Other Information**

**Please be aware:** In addition to any events that may be organised by your group, as a volunteer with the Diocesan Pilgrimage you must attend a Preparation Event before the pilgrimage. These will be advertised with significant notice.

Are you prepared to undertake appropriate training for the tasks you have applied to carry out?	
Do you have any specific training needs? <i>please state</i>	
Have you any disability, medical condition or other special needs that we need to be aware of?	<i>Please use additional sheets if necessary</i>
Are you with a group?  If so, please provide the name of the group and the group leader?	
If you are not with a group, please indicate which hotel are you planning to stay in while in Lourdes and your arrival and departure dates	
Do you speak any foreign languages fluently?  If so, which?	

## Medical Information

Are you allergic to any medication? e.g. penicillin Yes / No \*  
If yes, please give details.

*\*please delete as appropriate*

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When did you last have a Tetanus injection?

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Is there any relevant medical information that should be known by the organisers of the Pilgrimage?

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*(Please add additional sheets if necessary).*

## General Practitioner's Details

Name of G.P.	
Address of surgery	
Post Code	
Telephone number	

## Travel Insurance Details

It is a requirement that **ALL Volunteers** have personal Travel insurance. Please give details of your personal insurance below:

If you are travelling on the pilgrimage plane or train, and are arranging your travel insurance through the Diocesan Pilgrimage, please insert 'pilgrimage policy' in the box below as we have the details, otherwise please give your own policy details.

Name of Insurance Company	
Policy Number	
Emergency Telephone number	

**MEDICAL AND NURSING TEAM VOLUNTEERS ONLY**

This section is only to be completed by volunteers who are qualified doctors, nurses or carers and who wish to participate in the Pilgrimage Medical and Nursing Team.

Name and address of present employer (previous employer for recently retired nurses.)	
<i>For Doctors:</i> General Medical Council registration number  <i>For Nurses:</i> Nursing and Midwifery Council registration number  <i>For Qualified Health Care Assistants:</i>	Please provide copies of NVQ/Primary Health Care Assistant Certificate with your application.

**References**

Please give the names, addresses and telephone numbers of two people, who we may contact, who have known you well for at least 2 years and would be able to comment on your suitability for this role.

Please note: We cannot accept a reference from your relatives or family members, your parish priest, the Director or Executive Director of the Pilgrimage or members of the Diocesan Safeguarding Team. Only 1 of the 2 required referees may be a member of the pilgrimage.

For previous applicants: You may have registered as a volunteer in the past and provided references before. However, we are required to check references on a regular basis for all volunteers. Even if we have references from a previous year's pilgrimage please fill in the names of two referees here. If your referees are the same as previous years, please advise them that they may receive a reference request from us again.

	Referee One	Referee Two
Full Name		
Full Address  Post Code		
Preferred contact telephone number		
Email address		
How many years have they known you?		
In what connection does this person know you?		

## Declaration

I give my consent, in accordance with the Data Protection Act 1998, for the information contained in this form to be processed and stored for the purposes of recruitment.

I understand that a Criminal Records Bureau (CRB)/pre-appointment vetting checks will be required as part of the recruitment process. Details of the CRB check will be recorded and retained indefinitely on the National CSAS Confidential Database.

By making this application I confirm that I am not barred from working with vulnerable groups and understand that to apply to work with children/vulnerable adults when barred from doing so is a criminal offence.

In the event that I am not appointed or in the future step down from the post, I understand that relevant information will be retained on file until I reach normal retirement age, or for 10 years if that is longer. (As per Working Together good practice guidance).

I declare that the information I have given on this form is correct and true to my knowledge.

I agree that you may contact the people whose names I have given as referees.

I declare that I have read and understood the Code of Conduct for a Pilgrimage Volunteer and I agree to abide by this Code at all times during the Diocesan Pilgrimage.

I give permission to the Pilgrimage Doctor to contact my General Practitioner, in the case of necessity, to confirm my medical details.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please check that you have entered your application number at the beginning of this form. Any forms that do not have an application number are unable to be processed and will be returned.*

### **IMPORTANT:**

This form is to be returned, together with Section B, at the latest by 9th May, 2011, to:  
Fr Barry O'Sullivan, Safeguarding Co-ordinator, Cathedral Centre, 3 Ford Street, Salford, M3 6DP.

### **FOR OFFICE USE:**

**Section A**

**Section B**

**CRB**

**References**

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# Salford Diocesan Pilgrimage to Lourdes 2011

## SECTION B – SAFEGUARDING SELF-DECLARATION

### APPLICATION NUMBER:

Please insert your application number again here:

If you have any queries regarding the completion of this form, please contact the Diocesan Safeguarding Office in confidence. If you have a disability that may make the completion of this form difficult, the form can be completed by someone on your behalf, however, we still require you to sign the form. Please complete the form in BLOCK CAPITALS using black ink.

The object of this Self-Declaration is not, in any way, to reflect upon your integrity but is necessary for us to do all the we can to protect all the children and vulnerable adults in our care.

Activity	SALFORD DIOCESAN PILGRIMAGE TO LOURDES, 2011.
Role applied for	PILGRIMAGE VOLUNTEER (to include DOCTORS, NURSES, CARE ASSISTANTS and GENERAL VOLUNTEERS.)
Title	Mr / Mrs / Miss / Rev / Sr / Dr / Other, please specify.
Surname	
All forenames	<i>(Please include all forenames)</i>
Date of Birth (dd/mm/yyyy)	
Please tick as appropriate	Male [ <input type="checkbox"/> ] Female [ <input type="checkbox"/> ]
Present Address	
Post Code	
Preferred Contact Telephone Number (s)	
Email Address	

Under the Rehabilitation of Offenders Act, we are required to provide you with an opportunity to voluntarily disclose any convictions including offences, cautions, reprimands, bind-overs or warnings. The first 2 questions are asked specifically in relation to this requirement.

Declaration of such information will not necessarily bar you from undertaking the role for which you are applying/

### IMPORTANT:

This form is to be returned, together with Section A, at the latest by 9th May, 2011, to:  
Fr Barry O'Sullivan, Safeguarding Co-ordinator, Cathedral Centre, 3 Ford Street, Salford. M3 6DP

**Question 1 of 7**

**Have you ever been convicted of any offences, cautions or bind-overs? (including convictions as per the above statement which are "spent"?)** If yes, please give details and indicate if offences occurred while a juvenile or an adult.

YES / NO

**Question 2 of 7**

**Are you subject to any current criminal investigations or pending prosecutions?** If yes, please give details

YES / NO

Under the CRB Code of Practice and current Safe Recruitment / Selection guidance we are required to provide you with the opportunity to disclose information which may be relevant concerning appropriateness to work with vulnerable groups in the Church. The questions overleaf are asked specifically in relation to this requirement. Declaration of such information will not necessarily bar you from undertaking the role for which you are applying/currently working in. In the event that further information is required, this will only be sought with your prior consent.

**Question 3 of 7**

**Have you ever been subject<sup>1</sup> to a Police investigation in respect of alleged sexually inappropriate or violent behaviour?** If yes, please give details.

YES / NO

**Question 4 of 7**

**Are you currently or have you ever been subject<sup>1</sup> to an employer initiating disciplinary proceedings (including and up to dismissal for reasons of harassment, bullying or inappropriate conduct<sup>2</sup>)?** If yes, please give details including the outcome of the disciplinary process.

YES / NO

**Question 5 of 7**

**Are you currently, or have you ever been, subject<sup>1</sup> to a complaint of harassment, bullying or inappropriate conduct<sup>3</sup> within any unpaid/voluntary role?** If yes, please give details including the outcome if concluded.

YES / NO

**Question 6 of 7**

**Are you currently or have you ever been the subject<sup>1</sup> of an investigation into a concern about the protection or wellbeing of any child in your care (up to and including civil court proceedings in relation to a child in your care)?** If yes, please give details

YES / NO

**Question 7 of 7**

**Are you currently or have you ever been the subject<sup>1</sup> of an investigation under Adult Protection/Safeguarding Adults procedures?** If yes, please give details

YES / NO

<sup>1</sup> Meaning you as the accused, not the victim

<sup>2</sup> Behaviour which is in breach of a code of conduct specific to that employer

<sup>3</sup> Behaviour which is in breach of a code of conduct specific to any unpaid voluntary work

**DECLARATION (please read, sign and date):**

- In the spirit of the Church's commitment to protect and safeguard the vulnerable in our communities, I understand that to knowingly provide inaccurate information or omit information will be considered a breach of trust and may result in me being asked to step down from this post.
- If I am subsequently convicted of any criminal offence or become subject to investigation regarding safeguarding concerns or conduct issues, I will immediately declare this to the Safeguarding Office.
- I understand (in accordance with the Data Protection Act 1998) that this Form and any enquiries made in response to the contents of this Form will be retained for 75 years and in the event that I am not appointed/selected due to the contents of this Form, a
- record of the non-appointment will be retained on the National Database.
- I declare that the information I have given on this form is correct and true to my knowledge.

Signed \_\_\_\_\_ Dated: \_\_\_\_\_