

GETTING INVOLVED?

Occasional Helper (OH) and CRB Form (England and Wales)

Version 3 - November 2010

You must

- Use **CAPITAL LETTERS** when completing the form.
- All sections marked as **MANDATORY (in yellow)** are mandatory for the CRB application. If you do not complete these sections, your form will be returned unprocessed and this will delay your application.
- You will also need to complete the white sections, where possible, for Scouting purposes.
- Write clearly and insert only one character in each box.
- Mark choices in the box with a cross (X).

Personal details

| | | | |
|--------------------------------|----------------------|---------------------|----------------------|
| Membership No. (if applicable) | <input type="text"/> | Date of joining | <input type="text"/> |
| Gender (M/F) | <input type="text"/> | Title | <input type="text"/> |
| | <input type="text"/> | Date of birth | <input type="text"/> |
| Forename | <input type="text"/> | | |
| Known as | <input type="text"/> | | |
| Middle name | <input type="text"/> | | |
| Surname | <input type="text"/> | | |
| Email | <input type="text"/> | | |
| Telephone (daytime) | <input type="text"/> | Telephone (evening) | <input type="text"/> |
| Honours | <input type="text"/> | | |



scouts.org.uk/appointment

Personal details (continued)

Occupation type

Occupation detail

Special needs/disability (*attach additional information if appropriate*)

I am a UK taxpayer and would like The Scout Association to treat all donations that I have made in the past six years and all future donations that I make from the date of this declaration as Gift Aid donations.*
*You must pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April one year to 5 April the next) that is at least equal to the amount of tax that The Scout Association will reclaim on your gifts for that tax year.

Current home address

Address

Town/city

County

UK postcode Country

At address since

Your involvement

Please tick the box that best describes your involvement:

Scout Network member Occasional helper

| |
|------------------------|
| Group |
| District |
| County/Area |
| Anticipated start date |

Marketing and mailing

The Scout Association, at all levels, may use your personal details to contact you with information relevant to your role in Scouting.

Additionally, from time to time we would like to contact you with details of new products and services promoted either directly by The Scout Association or its subsidiary companies.

I am content to receive details about new products and services being promoted directly by The Scout Association or its subsidiary companies.

THIRD PARTIES

The Scout Association may pass your details on to carefully selected third parties who provide products or services which may be of interest to you.

Please note, by giving such permission you will be assisting in promoting Scouting activities, the funding of such activities and The Scout Association in general.

I am content for The Scout Association to pass my details on to carefully selected third parties.

Additional personal details for CRB application

Surname at birth Used until

Country of birth

Town/city of birth

County of birth

Nationality

Have you ever been known by any other names? Yes No (if 'yes' the below section is **MANDATORY**).

Forenames

Surname

Dates from and to -

Additional personal details for CRB application (continued)

Forenames

Surname

Dates from and to -

(use a continuation sheet if necessary, available from scouts.org.uk/appointmentforms)

Previous address history for CRB application

You must provide all the addresses where you have lived in the past five years. There should be no gaps in dates, however overlapping is acceptable. If you have lived overseas within this period, please include these addresses. This section is **MANDATORY IF YOU HAVE LIVED AT YOUR CURRENT ADDRESS FOR LESS THAN FIVE YEARS.**

Previous address 1

Town/city

County

UK Postcode Country

At address from until

Previous address 2

Town/city

County

UK postcode Country

At address from until

(use a continuation sheet if necessary, available from scouts.org.uk/appointmentforms)

Identity check for CRB application

If you answer 'yes' to any of these questions, the details related to that form of ID become **MANDATORY** fields.

Do you have a National Insurance number?

Yes No National Insurance Number

Do you hold a valid passport?

Yes No Passport number

Nationality

Issue date Date of birth

Do you hold a valid UK driving licence?

Yes No Driving licence number

Licence type Paper Photocard Licence valid from Date of birth

Applicant declaration

Please note, by signing this form you will, as appropriate, accept, confirm and declare all the matters under this section. If you do not agree with any one of the items below, please do not sign this form. For advice, please speak to your Group Scout Leader, relevant Commissioner or the Scout Information Centre (0845 300 1818 or info.centre@scouts.org.uk).

1. Acceptance of Scouting values and Association rules

By signing this application, I confirm that I:

- understand that because my involvement with The Scout Association may involve substantial contact with persons under the age of 18, any conviction, which would be regarded as 'spent' for other purposes, must be disclosed on this form;
- have not been convicted of any other offence(s) or subject to disciplinary proceedings relevant to the role I am undertaking in Scouting;

- c) accept that my continued involvement with Scouting is subject to the agreement and consent of the Group Scout Leader, relevant Commissioner and/or section leader;
- d) undertake to report to the section leader, Group Scout Leader or relevant Commissioner, as appropriate, any changes in circumstances that could affect my involvement with The Scout Association;
- e) am not included on the Children's Barred List established by the Safeguarding Vulnerable Groups Act 2006 and the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 or the Children's Barred List established by the Protecting Vulnerable Groups (Scotland) Act 2007. Individuals on these lists are disqualified from taking on a role in Scouting and must therefore declare if they are on the lists mentioned. For more information, please contact the Scout Information Centre at Gilwell Park; and
- f) have received a copy of Young People First – Child Protection – Code of Good Practice (known as the 'yellow card') and accept and understand that the aim of the Child Protection Policy is to safeguard the welfare of all Members by protecting them from neglect and from physical, sexual and emotional harm.

2. Data Protection

As a registered Data Controller, The Scout Association is committed to the Data Principles of the Data Protection Act 1998.

By signing this application, I agree to The Scout Association during and beyond my involvement:

- a) retaining my personal data to facilitate any present or potential future involvement with Scouting;
- b) retaining sensitive and personal data regarding any special needs, disabilities and/or commission of offences or alleged offences; and
- c) carrying out checks into my suitability to carry out a role in Scouting, including a Criminal Records check (if relevant).

Does the position you are applying for involve regular contact with vulnerable adults? Yes No

Vulnerable adults are people aged 18 or over:

- a) living in a residential or care home, sheltered housing, a special school, prison or similar institution; or
- b) currently on probation; or
- c) currently receiving care and support at home or in rehabilitation; or
- d) when they are receiving health care or a service specifically because of a disability or special need; or
- e) for whom a power of attorney or Court of Protection order has been made or applies.

Have you ever been convicted of a criminal offence, or received a caution, reprimand or warning? Yes No

Please cross this box if you have supplied additional information.

Please note: all convictions, including those that are spent, will show on your Criminal Records check. Some criminal convictions or behaviour may disqualify you from certain roles in Scouting, specifically any convictions which involve the harming of children, young people or vulnerable adults in any way. For more information, please contact the Confidential Team at Gilwell Park.

CRB fair processing notice

The Criminal Records Bureau will refer the details provided on this application to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the CRB for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on this application form may be used to verify your identity for authentication purposes.

I confirm that I have read, understood and agreed to all the information provided in this form and also in all the additional documents referred to. I further confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

Name of applicant

Signature

Date

| | | | | | |
|---|---|---|---|---|---|
| D | D | M | M | Y | Y |
|---|---|---|---|---|---|

Proving your identity

After you have completed all the mandatory sections please return this form to the person who provided you with it. They will then ask you to provide a range of documents to confirm your identity. A list of acceptable documents can be found at www.crb.gov.uk/id

Identity documents

- You must provide **original documents only**; photocopies will not be accepted.
- At least one document must confirm your **current name**.
- At least one document must confirm your **date of birth**.
- Wherever possible, where you hold a document containing a photograph from the approved identity documents list, this should be submitted.

Applicant checklist

- Complete form, ensuring **MANDATORY fields (in yellow)** are answered.
- Provide all addresses within the past five years.
- Ensure declaration is signed.
- Include all identity documents and continuation sheets (if you have used any).

Identity checker (not to be completed by applicant)

Have you established the true identity of the applicant, by examining a range of documents as set out in CRB guidance, and verified the address and identity information provided on this form?

Yes No

Please list the documents you have seen to verify their identity:

| |
|--|
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| |

Evidence seen and checked by:

Membership number

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|