

C.3 Personal Details Form (employees)

For employees working with children, young people & adults at risk

We ask all prospective workers with children, young people and adults to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the Meeting, unless requested by an appropriate authority.

A.1.1 1. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name:

Maiden/Former Name(s):

Date and place of birth:

Address:

Postcode

Daytime Tel No:

Mobile Tel No:

Evening Tel No:

Email address:

How long have you lived at the above address? Years Months

If less than 5 years, please give previous address(es) with dates:

From / / to / / From / / to / /

Previous

Previous

Address

Address

Post code

Post code

A.1.2 2. Experience

Please tell us about your relevant experience in the Quaker meetings, churches or faith groups, or other organisation(s) you have been involved in, including names, dates and detail of the areas of your involvement.

Please give details of previous experience of looking after or working with children, young people or adults. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Have you ever had an offer to work with children, young people or adults at risk declined?

YES

NO (Please tick)

If yes, please give details

A.1.3 3. Employment History

Please tell us about your past and current employment / voluntary work in the table below.

Employers Name and Address	Employed from (Date)	Employed to (Date)	Job Title and Description	Reason for Leaving

A.1.4 4. Are you currently working in any other care position in either a voluntary or paid capacity?

If yes please give details: Organisation:

Contact person:

Address:

Tel no: _____

Details of duties:

A.1.4 5. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer. We reserve the right to take up character references from any other individuals deemed necessary.

Name

Name

Address

Address

Post code

Post code

Tel No.

Tel No.

Relationship

Relationship

Email

Email

Please would you complete the attached Self-declaration Form, place it in a sealed envelope and address it to _____ (the person responsible for processing Disclosure Checks) with whom you are welcome to discuss any aspects of this procedure. Please confirm that you understand and agree to a Disclosure Check should we wish to appoint you to a post involving working with adults and/or children.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure Check and I have sent the Self-Declaration Form to the Recruiter in a separate, sealed envelope.

Signed

Date

As an organisation we undertake to meet the requirements of the Data Protection Act 2018, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form).