



CLYDESDALE CRICKET CLUB

MORE THAN 160 YEARS OF TOP QUALITY TEAM SPORT IN GLASGOW

Titwood, 22 Beaton Road, Pollokshields, Glasgow G41 4LA ● 0141 423 1463

RECRUITMENT FORMS

CHILD PROTECTION

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1 LETTER TO PROSPECTIVE APPLICANTS FOR A CHILD CARE POSITION

David Hart, Child Protection Officer
Clydesdale Cricket Club
Titwood
Beaton Road
Glasgow G41 4LA

Dear

Re : Your interest in the position of _____ (e.g. coach) for Clydesdale Cricket Club

We thank you for your interest in taking up this post within the game of Cricket and have pleasure in enclosing forms that are relevant to this.

The post you are interested in meets the definition of a child care position (in terms of the Protection of Children (Scotland) Act 2003). [Insert Club name] has a legal duty to ensure the suitability of any individual who works or volunteers in child care positions. In accordance with the Clydesdale Cricket Club Child Protection Policy and Procedures, everyone seeking appointment in a child care position must complete an Application Form and a Self-Declaration form prior to appointment.

We would ask, therefore, that you complete the enclosed Application and Self-Declaration forms.

Please note that for the position in which you are interested, Cricket Scotland will undertake an Enhanced Disclosure Scotland Check on behalf of Clydesdale Cricket Club on the person it wishes to appoint to the position. Your agreement to this check is part of the declaration on the application form.

Once you have completed the forms, please insert the Self-Declaration form in the enclosed envelope marked, "Self-Declaration. Only to be opened if applicant is to be interviewed", seal it and return it, with the application form.

All information will be strictly managed in accordance with Cricket Scotland Policy on the Secure Storage of Information, Policy on the Rehabilitation of Offenders and will only be shared with those who are involved in decisions about recruitment and selection. Previous convictions do not automatically mean that you will not be considered for the position applied for. A full assessment of each applicant's suitability will be undertaken based on all available information.



Thank you, again, for interest in promoting the game of Cricket amongst children and young people. We look forward to receiving your application.

Yours Sincerely

David Hart, Child Protection Officer
Clydesdale Cricket Club

Enclosed:

- Role description
- A Blank Application Form
- A Blank Self-Declaration Form
- An envelope marked “Self-Declaration. Only to be opened if candidate is to be interviews”
- Guidance Notes on Completing the Self-Declaration Form



2 APPLICATION FORM

Clydesdale Cricket Club is committed to ensuring that all staff and volunteers who are recruited in to childcare positions (as defined in Schedule 2 of the Protection of Children (Scotland) Act 2003) are suitable for the position.

In accordance with Clydesdale Cricket Club Child Protection Policy all staff and volunteers seeking appointment to a child care position must complete this application form, prior to appointment.

PART A - PERSONAL DETAILS

Title: _____

First Name: _____

Middle Name: _____

Surname: _____

All previous names by
which you have been
known: _____

Address: _____

Post Code: _____

Telephone Contact: Day: _____

Evening: _____

Mobile: _____

PART B - PRESENT/ MOST RECENT EMPLOYMENT/ ROLE

Organisation: _____

Position held: _____

Dates of employment/
involvement: _____

Responsibilities: _____

Reasons for Leaving: _____



PART C- PREVIOUS POSITIONS (continue on separate sheet if necessary)

NAME OF ORGANISATION	POSITION/ RESPONSIBILITIES	START/ END DATE

PART D- QUALIFICATIONS AND PREVIOUS EXPERIENCE OF WORKING WITH CHILDREN (include name of organisation, responsibilities/ duties, dates involved and reasons for leaving).

PART E - ADDITIONAL INFORMATION

Please provide details of relevant experience, voluntary work, principal achievements, personal skills and qualities and explain how you might use them in this post (continue on a separate sheet if necessary).



PART F - REFEREES

Please provide details of 2 referees (not relatives). At least one should have knowledge of your previous work with children. Referees will be contacted for the purposes of verifying the information contained in this form.

Name:	_____	Name:	_____
Organisation	_____	Organisation:	_____
:			
Address:	_____	Address:	_____
	_____		_____
	_____		_____
Telephone:	_____	Telephone:	_____
Relationship		Relationship	
to Applicant:	_____	to Applicant:	_____

TO BE COMPLETED BY APPLICANT

I am aware that in accordance with the Data Protection Act 1998, information provided on this application form will be stored for the purposes of processing the data for recruitment and selection and monitoring the recruitment and selection process.

If successful, I consent to a relevant Disclosure Scotland check being requested.

I have completed this form accurately and truthfully and to the best of my knowledge.

Signature: _____ Date: _____



TO BE COMPLETED BY HUMAN RESOURCES/ CHILD PROTECTION OFFICER

I confirm that I have seen the following identification documents, relating to [insert name of applicant]:

1.

2.

Note: at least one form of identification must be photographic.

I confirm to the best of my ability that the identification documents are accurate.

Signature: _____ Date: _____

Print Name: _____ Position: _____



3 REFERENCE FORM

Clydesdale Cricket Club is committed to ensuring that all staff and volunteers who are recruited in to child care positions (as defined in Schedule 2 of the Protection of Children (Scotland) Act 2003) are suitable for the position.

In accordance with Clydesdale Cricket Club Child Protection Policy, references will be obtained and thoroughly checked for all staff and volunteers seeking appointment to a child care position.

Details of Referee

Name: _____

Position held: _____

Organisation: _____

Address: _____

Post Code: _____

Telephone: _____

Relationship to Applicant: _____

_____ [name of applicant] has expressed an interest in a position in Clydesdale Cricket Club and has given your name as a referee. The position is a child care position (as defined in the Protection of Children (Scotland) Act 2003).



We would appreciate you being extremely candid in your evaluation of this person.

As an organisation committed to the welfare and protection of children we are anxious to know -is any reason at all to be concerned about this applicant being in contact with children?

YES / NO Delete as appropriate. If you have answered yes we will contact you in confidence.

How long have you known this _____
person:

In what capacity: _____

What qualities does this person _____
have that would make them _____
suitable to work with children? _____

Please rate this person on the following (please tick one)

	Unsatisfactory	Satisfactory	Good	Excellent	Unknown
Attendance					
Responsibility					
Maturity					
Self Motivation					
Can motivate others					
Ability to work as a team					
Willingness to follow instructions					
Commitment					
Communication skills					
Trustworthiness					
Reliability					



Other relevant Information

Please use this space to provide any other information about the applicant which you consider is relevant to the position applied for (continue on a separate sheet if necessary).

To be completed by Referee

I declare that all the information contained in this form is accurate and truthful to the best of my knowledge.

Signature: _____

Date: _____

Print Name: _____

All the information on this form will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the applicant's suitability for the position and the immediate supervisor should they be offered a position.

Please return this form in an envelope marked PRIVATE and CONFIDENTIAL to:

David Hart, Child Protection Officer
Clydesdale Cricket Club
Titwood
Beaton Road
Glasgow G41 4LA

