

# STARTING OUT IN YOUR NEW ROLE.

Adult Application (AA) and CRB Form  
(England and Wales)

Version 3 - March 2011



[scouts.org.uk/appointment](http://scouts.org.uk/appointment)

## 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"/>
Forename	<input type="text"/>		
Known as	<input type="text"/>		
Middle name (s)	<input type="text"/>		
Surname	<input type="text"/>		
Email	<input type="text"/>		
Telephone (daytime)	<input type="text"/>	Telephone (evening)	<input type="text"/>
Faith/religion	<input type="text"/>	Honours	<input type="text"/>
Occupation type	<input type="text"/>		
Occupation detail	<input type="text"/>		
Special needs/disability ( <i>attach additional information if appropriate</i> )	<input type="text"/>		
	<input type="text"/>		

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	<input type="text"/>															
Town/city	<input type="text"/>															
County	<input type="text"/>															
UK postcode	<input type="text"/>					Country	<input type="text"/>									
At address since	<input type="text"/>															

## Your role

Role applied for	<input type="text"/>
Membership type:*	
* Note: each role has a minimum membership requirement. If you are unsure of the minimum membership requirement for your role, please check with your line manager.	
Member	<input type="checkbox"/>
Associate	<input type="checkbox"/>
Non Member	<input type="checkbox"/>
Group	<input type="text"/>
District	<input type="text"/>
County/Area	<input type="text"/>
Anticipated start date	<input type="text"/>
Date of first review of appointment ( <i>if required for the role</i> )	<input type="text"/>

## Marketing and mailing

The 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 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  -

Forenames

Surname

Dates from and to  -

(use a continuation sheet if necessary, available from [scouts.org.uk/appointmentforms](http://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](http://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

## Identity check for CRB application (continued)

### Do you hold a valid UK driving licence?

Yes  No  Driving licence number

Licence type Paper  Photocard  Licence valid from       Date of birth

## References

Please complete this section if your role requires references and if you are not known in your locality. If you are unsure, please ask your line manager. The referees shown below should preferably have knowledge of your work or contact with young people and/or should be able to comment on your character and relationships with others. At least one of the referees should have known you for at least five years and one of the referees must not be from Scouting. Referees must not be relatives. Examples of referees include your employer, college tutor, etc.

### Reference 1:

Name (including title)

Address

Postcode

Telephone (daytime)

Telephone (evening)

Email address

Relationship to applicant

Length of time known by applicant

### Reference 2:

Name (including title)

Address

Postcode

Telephone (daytime)

Telephone (evening)

Email address

Relationship to applicant

Length of time known by applicant

## 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 contact your line manager or the Scout Information Centre (0845 300 1818 or [info.centre@scouts.org.uk](mailto:info.centre@scouts.org.uk)).

### 1. Acceptance of Scouting values and Association rules

By signing this application, I confirm that I:

a) accept the values of Scouting as set out in the Purpose and Principles (please see the key policies card);

b) 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;

c) am prepared to make the Scout Promise (where appropriate – if you are unsure please contact your line manager or the Scout Information Centre);

d) agree not to promote any beliefs, behaviours or practices that are not compatible with the values of Scouting;

e) agree to work within the policies and rules of the Association (please see the key policies card);

f) accept that Scouting is a uniformed organisation;

g) accept the requirement to undertake the appropriate learning and/or training within the timescale as laid down by the Association;

h) understand that because my volunteering for the 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;

i) 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.

*(declarations continued overleaf)*

For more information please contact the Scout Information Centre at Gilwell Park; and

j) have not been convicted of any other offence(s) or subject to disciplinary proceedings relevant to the role I am undertaking in Scouting.

## 2. Data Protection

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

By signing this application, I agree to the Association during and beyond my membership:

- a) retaining my personal data to facilitate any present or potential future involvement with Scouting;
- b) retaining sensitive personal data regarding my religion, 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 obtaining references and 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.

## 3. Charity Trustee declarations

Note: this declaration only applies to you if your role requires you to be a Charity Trustee. This includes:

- Chairmen, Secretaries and Treasurers of Executive Committees
- County Commissioners, County Scout Network Commissioners
- District Commissioners, District Explorer Scout Commissioners
- Group Scout Leaders, Assistant Group Scout Leader
- Section Leaders (but not Assistant Section Leaders)
- Nominated, Elected and Co-opted Members of Executive Committees.

By signing this form, I declare that I:

- a) have not been convicted at any time of any offence involving deception or dishonesty (please note, you do not have to declare any conviction here which is regarded as 'spent'); and
- b) am not an un-discharged bankrupt; and
- c) am not disqualified from being a Company Director; and
- d) have not failed to make payments under County Court Administration Orders; and

e) have not at any time been removed by the Charity Commission or by the court in England or Wales from being a Trustee due to misconduct.

## 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

## 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](http://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 at [www.crb.gov.uk/id](http://www.crb.gov.uk/id), and verified the address and identity information provided on this form?

Yes  No

Please list the documents you have seen to verify their identity


**Evidence seen and checked by:**

**Membership number**

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**To be completed by line manager only**

I have read a copy of *Guide for Managers* and am happy to support the named adult through the appointment process and will ensure that a relevant induction takes place.

Name

Signature

Date

D	D	M	M	Y	Y
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**To be completed by sponsoring authority (if applicable)**

Sponsoring authority

Name

Signature

Date

D	D	M	M	Y	Y
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**To be completed by relevant commissioner**

The below must be signed by the relevant commissioner or body.

Name

Signature

Date

D	D	M	M	Y	Y
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**WHEN COMPLETED PLEASE SEND THIS FORM TO THE APPOINTMENTS SECRETARY.**

**For administration purposes only**

<b>Name:</b>	<b>Date:</b>
<b>Role:</b>	

**Record updated with new role**

CRB application processed	
Form RF sent to referees	
Training Manager notified	
Initial HQ check satisfactory	
References returned satisfactory	
Approval meeting arranged	
Approval from the approval meeting	
Criminal Records check satisfactory	
Disclosure number	
Approval from sponsoring authority (if relevant)	
Approval from the relevant commissioner/ body	

**Record updated with above information**

Getting Started completed	
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**Record updated with above information**

Appointment certificate received and issued	
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Additional notes: