

**VOLUNTEER APPLICATION FORM AND SELF-DECLARATION**

**WHO MUST COMPLETE THE FORM?**

Any member of the Jersey Rugby Football Club (JRFC) or JRFC Minis and Juniors (“Club”) who is seeking to work/volunteer in a role where they will have contact with children (persons under 18 years of age) or adults at risk.

**WHY DO I HAVE TO COMPLETE THIS FORM?**

It complies with the safer recruitment processes as set out in the Rugby Football Union (RFU)’s Safeguarding Children Policy, Guidance and Procedures and Safeguarding Toolkit. Non-completion will be taken into account when making any decision regarding suitability to volunteer in a role working with children or adults at risk.

**WHAT WILL HAPPEN TO THE FORM ONCE COMPLETED?**

The form will be kept and stored securely in accordance with the Data Protection (Jersey) Law 2018 and General Data Protection Regulations (2016 EU). For information on how the club processes personal data, please refer to our [Privacy Policy.](https://www.minisandjuniors.je/media/378254/jersey-reds-minis-juniors-privacy-policy.pdf) The RFU may from time to time access this form, including where any concerns are reported to the RFU Safeguarding Department for investigation. Further information is available at: [www.englandrugby.com/about-the-rfu/privacy-policy/](http://www.englandrugby.com/about-the-rfu/privacy-policy/)

**WHO DO I RETURN MY FORM TO?**

The completed form must be returned to the club’s volunteer coordinator, Jenny Leigh ([Jenny.leigh@jrfc.je](mailto:Jenny.leigh@jrfc.je) ) marked ‘Private and Confidential’. If you are considered to be unsuitable to work with children or adults at risk, appropriate action may be taken and the relevant organisation(s) will be informed.

**PLEASE COMPLETE THE FOLLOWING:**

**PART A**

|  |  |
| --- | --- |
| **Surname** |  |
| **First name(s)** |  |
| **Address** |  |
| **Postcode** |  |
| **Home telephone no** |  |
| **Mobile telephone no** |  |
| **Email address** |  |

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| --- | --- |
| **Role(s) you currently fulfil or are applying for within the club** |  |
| **Relevant / preferred age group (if applicable)** |  |

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| **If applicable, please tell us about**   1. **any qualifications or membership of professional bodies relevant to role (including dates and awarding body)** |
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| 1. **relevant training courses (including dates training took place)** |
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| 1. **relevant employment history** |
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| 1. **any previous volunteer experience** |
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**PART B – REFERENCES**

Please provide the name of two referees (not relatives) who the Club or RFU may contact to request a reference, should this be necessary. Referees should have known you for at least 5 years and have some professional standing in your community.

**If you know an existing JRFC or Minis & Juniors Coach, Manager or other volunteer please enter their details below:**

|  |  |
| --- | --- |
| **Name** | **Name** |
|  |  |
| **Position and organisation** | **Position and organisation** |
|  |  |
| **Email address and phone number** | **Email address and phone number** |
|  |  |

**PART C – SELF DECLARATION**

The RFU and the Minis & Juniors aim to promote equality of opportunity for all persons and welcome applications from a wide range of individuals, including those with prior criminal records. The position/role for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974 (as amended by the Rehabilitation of Offenders Act 1975) and the Rehabilitation of Offenders (Jersey) Law 2001. All ‘spent’ and ‘unspent’ convictions must be declared. Having an ‘unspent’ conviction will not necessarily impede your appointment within rugby union, this will depend on the circumstances and background to your offence(s). If you fail to disclose an offence and the RFU or this Club is later informed of any previously undisclosed criminal matter, you may be subject to disciplinary action. Any information you provide will be held on a strictly confidential basis.

|  |  |
| --- | --- |
| **1. Have you ever received a conviction/caution/reprimand or final warning for any criminal offences?** | |
| **Yes** | **No** |
| **If yes, please provide details:** | |
|  | |
| **2. Are you a person known to any Social Services Department / Statutory Agency as being an actual or potential risk to children or adults at risk?** | |
| **Yes** | **No** |
| **3. Have you ever been the subject of disciplinary sanction (from any sport or other organisation’s governing body) in relation to children?** | |
| **Yes** | **No** |
| **If yes, please provide details** | |
|  | |

I understand that it is necessary for me to declare any information requested and that the position/membership for which I have applied may involve access to Children, Young People and/or Adults at Risk. I hereby give my consent to the RFU to conduct a Criminal Record (DBS) check if so required.

|  |  |
| --- | --- |
| **Name** |  |
| **Date of birth** |  |
| **Signed** |  |
| **Date** |  |

**If you do not already have a valid RFU DBS check, you will be required to provide documents to verify your identity. Please note that the RFU will not accept DBS checks performed by other organisations.**

**Verification of the documents will take place in person and copies will not be taken.**

**The required documents are:**

* Passport and driving license plus a bank statement/utility bill (less than 3 months old) OR
* Passport and two bank statements/utility bills (less than 3 months old)

**PART D – MEMBERSHIP**

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| **All volunteers are required to be JRFC members, in order to be covered by RFU insurance.**  **There are 2 options:**   1. Full membership of the JRFC including members discounts, entry to the ballot for international tickets and full voting rights 2. Discounted Minis & Juniors Volunteer membership with no entitlement to any membership benefits   [**CLICK HERE FOR DETAILS**](https://gms.rfu.com/GMS/Dashboard/Organisation/2571) |
| **PLEASE CONFIRM ONE OF THE BELOW:**  **I have purchased full JRFC membership**  **I have purchased Minis & Juniors volunteer membership** |
| **PLEASE SEND YOUR COMPLETED FORM TO OUR VOLUNTEER COORDINATOR** [**j**enny.leigh@jrfc.je](mailto:jenny.leigh@jrfc.je) |

Thank you! We look forward to welcoming you to the JRFC Minis & Juniors.