

# Upper Clatford Youth FC Volunteer Application Form



Thank you for your interest in volunteering for Upper Clatford Youth FC. Please complete this form in full.

The information you provide is strictly confidential. We welcome applications from people of all abilities, backgrounds and communities. Upper Clatford Youth FC abides by the Data Protection Act 1998 and operates an Equal Opportunities policy.

## PERSONAL DETAILS

Title (Mr/Mrs/Miss etc.):		Date of birth:	___/___/___
First name(s):		Gender:	Male [ ] Female [ ]
Last name:		Telephone (Day):	
Address:		Telephone (Evening):	
Postcode:		Mobile:	
Email address:			

Please note that the club, the league and the FA will use your email address to keep you updated of events and activities relevant to your role.

## EMERGENCY CONTACT DETAILS

Who should we contact in an emergency?

Title (Mr/Mrs/Miss etc.):		Telephone (Day):	
First name(s):		Telephone (Evening):	
Last name:		Mobile:	
Address:			
Postcode:		Relationship to you:	

## CURRENT EMPLOYMENT DETAILS

Job Title:			
Name of Employer:			
Address:			
Postcode:		Telephone:	
Duties:			

## PREVIOUS VOLUNTEER EXPERIENCE

Job Title:			
Name of Organisation:			
Address:			
Postcode:		Telephone:	
Duties:			

## QUALIFICATIONS

Please give details of your Academic/Vocational qualifications that you feel would be of use to the club?

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Sporting Qualifications:

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.....

Are you a Member of the FA Coaches Association? Yes [ ] No [ ] If yes, please give reg. Number .....

## HEALTH

Do you have any health problems or disabilities of which we should be aware?

Yes [ ] No [ ] If yes, please give details: .....

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## VOLUNTEER ROLE

What role(s) are you interested in? Football Team Manager [ ] Coach [ ] Committee [ ]

What are your reasons for volunteering? .....

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.....

## REFERENCES

In order to protect the children of Upper Clatford Youth FC, we need to ask you to provide the details of two referees who are not directly related to you by blood or by marriage and who have known you for at least two years. If possible, please provide the details of people who have knowledge of your work with children.

Full name:	
Address:	
Postcode:	
Telephone	
Email address:	
Relationship?	

Full name:	
Address:	
Postcode:	
Telephone number:	
Email address:	
Relationship?	

## CRIMINAL CONVICTIONS

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? Please give details of offences, penalties and dates below. (Note that the post you have applied for is exempted from the Rehabilitation of Offenders Act 1974. This means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed).

Yes [ ] No [ ] If yes, please give details:

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## PERSONAL DECLARATION

I hereby apply to become a volunteer with Upper Clatford Youth FC. I also agree to abide by all Upper Clatford Youth FC policies and guidelines and understand that I have a responsibility for my own and others' Health & Safety and for the Safeguarding of children while volunteering.

If accepted, I will abide by the principles of volunteering outlined in the Upper Clatford Youth FC's Volunteering Policy. I agree that Upper Clatford Youth FC may hold and use the data on this form for the purposes of administering and supervising my work with the club and that such data may be available to those who reasonably need to know the same within the club, league or Football Association.

I understand that any offer of a role will be subject to further checks with the Criminal Records Bureau.

Full name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Signature: \_\_\_\_\_

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## APPLICANT GUIDANCE NOTES:

Disclosure of Criminal Background of those with access to Children or Vulnerable Adults (The Rehabilitation of Offenders Act 1974) (Exception) (Amendment) Orders 1975 and 2001

1. This post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1975 and 2001. Owing to the nature of the work, you are advised that if offered the post for which you are now making application, the offer will be subject to the Club being satisfied as to your suitability following a check on any records of convictions, bindovers or cautions by the Criminal Records Bureau (CRB). A criminal record will not necessarily be a bar to obtaining a position, but will be considered by Upper Clatford Youth FC in accordance with the Hampshire FA's policy on Safeguarding Children.
2. You will be asked to complete the attached form showing whether you have had any court convictions/bindovers/cautions. Your confirmation of attendance for interview will indicate acceptance that you will complete the aforementioned form and, if necessary, would be willing to discuss any such offences at interview. **Applicants should, therefore, be prepared to disclose all convictions, bindovers or cautions, no matter how long ago they happened. Convictions otherwise considered to be spent under the terms of the Rehabilitation of Offenders Act must be declared.**
3. You should also be aware that the letter addressed to referees named in your application form (or others) will ask for disclosure of any convictions/bindovers/cautions which they consider relevant to your suitability for employment.
4. Your application will not be further considered without completing the attached form. Attendance for interview will

constitute your acceptance of these conditions and a willingness to comply. Failure to complete the form will constitute withdrawal prior to interview and remove any entitlement to expenses for attendance at interview.

5. You will be asked for verification of your identity. Please note that it is your responsibility to provide this verification and no reimbursement of any expense will be made. Without such verification it is regretted that the form will not be processed (nor will you be cleared to work in the post for which you have applied). Please ensure that you complete the form in **Blue/Black Ink**.

**THIS SECTION IS TO BE COMPLETED BY:  
THE UPPER CLATFORD YOUTH FC COMMITTEE**

I confirm that I have accepted the above person as a volunteer on behalf of Upper Clatford Youth FC

Full name: \_\_\_\_\_ Role: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

References checked [  ]      Interviewed [  ]      Form signed [  ]      Hants FA CRB [  ]

Photo ID checked [  ]

If not accepted, please give \_\_\_\_\_

Signature: