

CONFIDENTIAL Children’s Books Ireland Volunteer/Staff/Intern Form

Position Applied For: _____

1. Name (Mr/Mrs/Ms) _____

Other surname previously known by: _____

2. Address _____

Previous addresses within last 5 years:

i) _____

ii) _____

iii) _____

Tel No. (Daytime) _____ (Evening) _____

3. Date of Birth ____/____/____ Place of Birth _____

4. PPS number (ROI) or Social Security UK _____

5. Do you suffer from any illness/disability/medical condition, which may at times affect your ability to work with young people? If so, please give details:

6. Please supply the name, address, telephone numbers and position of two people (non-relative), who know you well and can provide us with a reference.

6.1 _____ 6.2 _____

Tel No. _____ Tel No. _____

Position _____ Position _____

7. You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You must include all offences, even minor matters such as motoring offences, and spent conviction, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration/appointment unless Children's Books Ireland considers that the conviction renders you unsuitable. In making this decision Children's Books Ireland will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Please complete below to give us this information and return it with your application.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?

Yes/No

If yes, please state below the nature and date(s) of the offence(s)

Please note you are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions including spent convictions.

8. I declare that the above information is true and agree that I will abide and accept the terms and conditions of membership/participation.

Signed: _____ Date: _____

For the purposes of your application for the post with Children's Books Ireland it is our policy to ask for a check to be carried out by the National Vetting Bureau. The purpose of the check is to make sure that people are not appointed who might be a risk to vulnerable people. The check will tell us whether you have a criminal record, or whether the NVB holds any other information about you which might have a bearing on your suitability. Any information which we receive, will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information will be held on Children's Books Ireland's premises in a locked drawer accessible only to the Designated Liaison Person.

I understand that pre-employment Garda Vetting must be carried out before my application for registration/appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I consent to the check being made. *Please sign the declaration above.*