Callington Cluster Safer Recruitment Form

Thank you for your interest in employment within The Callington Cluster.

Due to legislation from The Church of England all employees must complete the Safer Recruitment process.

Role (specific responsibilities): Families Worker (for Specific responsibilities please see the Job Description attached)

Group/Ministry: The Callington Cluster of Churches

Responsible to: The Oversight Minister for the Cluster and the Operations Group

Person specification: (See the Job Description attached)

Key responsibilities: (See the Job Description attached)

In addition, all employees must adhere to the following safeguarding responsibilities:

* Treat individuals with respect;
* Ensure welfare and safety of all that are in the vicinity
* Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern must always be reported to the Safeguarding Coordinator.
* To work in accordance with the church’s policy on safeguarding.
* To promote the rights of individuals to make their own decisions and choices, unless it is unsafe.
* To work with vulnerable people (children and adults experiencing, or at risk of abuse or neglect) in a way that meets and develops their personal, spiritual and social need, exercising pastoral concern.

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to report it immediately.

|  |  |
| --- | --- |
| Full Name:  Date of birth: | How long have you lived at the above address?  If less than 12 months Previous address:  Postcode:  How long there? |
| Former Name: |
| Home address:  Postcode:  Telephone(s): |
| Church attended while at that address:  Name of Minister:  Please provide two references one of which must be from your current employer or previous church, this cannot include current church (speak to your recruiter if there is a problem with this). |
| References:  Name:  Address:  Postcode  Tel:  Name:  Address:  Postcode:  Tel: |

"By signing this form you agree and consent

* to submit to a Disclosure and Barring Service (DBS) check (if required for the role*)* prior to taking up the position/commencing any trial period
* to a 3 month probationary period
* to undertake all training and adhere to all policies necessary for the role
* to attend the requisite Safeguarding training within three months of taking up the position.

Please inform your referees that you have given their names as a reference.

Print name:

Signed:

Date:

|  |  |
| --- | --- |
| For Recruiter *(If you have any questions about the safer recruitment process or DBS enquiries please contact Maxine Browne. This role may or may not need a DBS, please take advice from Maxine on this.)* | |
| Informal interview? Yes/No | Trial completed (Please tick) |
| Print name:  Signed: Date: | |