

STARTING OUT IN YOUR NEW ROLE.

Adult Application (AA) Form



scouts.org.uk/appointment

SECTION 2: Your role

You may need the help of your line manager to complete this section.

Role Applied For

Membership Type:

*Note: each role has a minimum membership requirement. If you are unsure of the minimum membership for your role, please check with your line manager.

Please ensure only one box is ticked.

Member

Associate

Non Member

Group	
District	
County/Area/Region (Scotland)	
Anticipated start date	
Date of first review of appointment (if required by the role)	

SECTION 3: References

If your role requires references, please complete this section. 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 5 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

Address

Post Code	
Telephone (daytime)	
Telephone (home)	
Mobile	
Email Address	
Relationship to applicant	
Length of time known by applicant	

REFERENCE 2:

Name

Address

Post Code	
Telephone (daytime)	
Telephone (home)	
Mobile	
Email Address	
Relationship to applicant	
Length of time known by applicant	

SECTION 4: Marketing

The Association, at all levels, or through carefully selected third parties, may use your personal details to keep in touch with you about Scouting in general, to provide you with access to additional opportunities and services and 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.

I would prefer to be contacted by:

Post Telephone Email

THIRD PARTIES

The Scout Association may pass your details onto 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 onto carefully selected third parties.

SECTION 5: Declarations

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.

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 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 time-scale 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 and I hereby declare that I have not at any time, within the United Kingdom and its dependencies, or in any other Country or Territory, been found guilty by a court of any offence concerning children or young people under 18 years of age nor bound over, placed on probation, cautioned, or discharged conditionally or absolutely in relation to such offences;
- 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 (please see guidelines on page 6);
- j) have not been convicted of any other offence(s) or subject to disciplinary proceedings relevant to the role I am undertaking in Scouting (please check the guidelines on page 6);

2. Data Protection

The Data Protection Act 1998 ('the Act') governs collection, recording, storage, use and disclosure of personal data whether held electronically or in manual form. As a registered Data Controller, the Association is committed to the Data Principles of the Act and, therefore, in order to become a Member you must agree to the Association holding your personal data during and beyond your membership to ensure the effective running of the organisation.

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 and/or special needs/disabilities; and
- c) carrying out checks into my suitability to carry out a role in Scouting, including obtaining references and Criminal Records checks.

3. Charity Trustee declarations

Note: This declaration only applies to you if your role requires you to be a Charity Trustee (please check guidelines on page 6 if you are unsure).

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

For England and Wales:

- e) I 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.

For Scotland:

- f) I am not disqualified from acting as a Charity Trustee (see sections 69 and 70 of the Charities and Trustee Investment (Scotland) Act 2005)

- I confirm that I have read and understood 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 this form is correct and true to the best of my knowledge and belief.

Name of Applicant

Signature

Date

--	--	--	--	--	--	--

To be completed by the line manager only

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

Name

Signature

Date

--	--	--	--	--	--	--

To be completed by Sponsoring Authority (if applicable)

Sponsoring Authority

Name

Signature

Date

--	--	--	--	--	--	--

To be completed by relevant commissioner

The below should be signed by the relevant commissioner or body:

Name

Signature

Date

--	--	--	--	--	--

Additional Notes

For administration purposes only

Action	Completion Date
AA Form Completed & signed by line manager	

Record updated with above information

Criminal Records check form sent to HQ	
Form RF sent to referees	
Training Manager (ADC AT in Scotland) notified	
Initial HQ check satisfactory	
References returned	
Approval meeting arranged	
Approval from approval meeting	
Criminal records check satisfactory	
Disclosure number	
Approval from Sponsoring Authority (if relevant)	
Approval from relevant commissioner/body	

Record updated with above information

Getting Started Completed	
---------------------------	--

Record updated with above information

Appointment Certificate received and issued	
---	--

GUIDELINES FOR COMPLETING THIS FORM

1. Who should fill in this form?

You should complete this form:

- if you are new to Scouting and taking on your first adult appointment
- if you are changing appointment or taking on an additional role
- if you are returning to Scouting after a break.

If you are not taking on a formal role or appointment, but are becoming an Occasional Helper in England, Wales or Northern Ireland please complete the Occasional Helper (OH) Form instead. This form is available from your section leader, line manager or the Scout Information Centre. If you are becoming an Occasional Helper in Scotland, please contact your line manager for further information.

2. Do I have to fill in the whole form?

All adults must complete sections 1, 2, 4 and 5.

Section 3 (References) will need to be completed if:

- you are new to Scouting (or have had a break in service) and are not known locally; or
- you have moved location in Scouting and are not known in your new locality.

Please speak to your line manager if you are unsure if your role requires references to be completed.

3. But I am only changing roles; why do I need to fill in a new form?

It is important that we have up to date records of all appointments in Scouting so that nationally and locally, we can send you communications relevant to your role.

4. What are the different types of membership?

Each role has a minimum membership requirement and your line manager will be able to tell you which applies to the role you are taking on. The main difference between Members and Associate Members is that Members make the Scout Promise. If there is no membership requirement for your role (or if the minimum requirement is Associate Membership) you can opt to become a Member.

5. Which roles in Scouting are also Charity Trustee roles?

In England, Wales and Northern Ireland, the following roles have Charity Trustee status:

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

In Scotland, you are only a Charity Trustee if your Group is registered with the Office of the Scottish Charity Regulator (OSCR) as a charity. If you are unsure, please speak to your line manager.

6. Do I need to fill in a Criminal Records check form (Criminal Records Bureau (CRB) in England and Wales, Access NI (ANI) in Northern Ireland, Disclosure Scotland (DS) in Scotland) as well as an Adult Application (AA) Form?

You will need to complete a Criminal Records check form if:

- you do not have a Criminal Records check issued by The Scout Association; or
- your current Criminal Records check is over five years old; or
- you have had a break in service.

You may also be asked to complete a Criminal Records check if your previous check was adverse.

Note: Honorary Presidents are the only exception where a Criminal Records check is not required, providing they do not have any functional or trustee responsibilities.

7. Which criminal convictions/disciplinary proceedings disqualify me from taking a role in Scouting?

All convictions, including those that are spent will show on your Criminal Records check. Some criminal convictions, disciplinary proceedings or behaviour may disqualify you from certain roles in Scouting, specifically any convictions or disciplinary proceedings which involve the harming of children, young people or vulnerable adults in any way. For more information please contact the Records Department at Gilwell Park.

8. Children's Barred Lists

The Safeguarding Vulnerable Groups Act 2006 (covering England & Wales) and the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 established a list of people barred from working with young people. The list is administered by the Independent Safeguarding Authority (ISA). The Protecting Vulnerable Groups (Scotland) Act 2007, established a similar list maintained by Disclosure Scotland. Individuals on either list are disqualified from taking on a role in Scouting and must therefore declare if they are on any of the lists mentioned. For more information please contact the Records Department at Gilwell Park.

PLEASE RETURN THIS FORM TO THE APPOINTMENTS SECRETARY WITH, WHERE APPROPRIATE, A COMPLETED CRIMINAL RECORDS CHECK FORM.