

## Notes On Completing Self Disclosure

### WHO MUST COMPLETE THE FORM?

Any Coach or Adult in your Club, Adults working on behalf of the County Board or local Umpires and Scorers Association/Branch/the ACU&S, who have contact with Young People (persons under 18 years of age) or Vulnerable Adults. This includes Coaches, Club Volunteers, Umpires and Scorers.

### DO I HAVE TO COMPLETE THIS FORM?

The completion of this form is mandatory, for Coaches, for all of members of ECB Affiliated Clubs and for all Umpires and Scorers who are members of the ACU&S. If an individual is unwilling to complete the form, then they must not be deployed in any position that gives them access to Young People/Vulnerable Adults.

### WHAT INFORMATION IS HELD ABOUT ME?

The information submitted on the form. If you have a conviction for an offence that could put Young People/Vulnerable Adults at risk, the official details of the conviction will be recorded. However, if allegations of behaviour or details of other convictions become known to the ECB, which may place Young People/Vulnerable Adults at risk, this information may also be recorded. All concerns/complaints will be reported to the Police and relevant Local Authority for investigation and the outcome recorded. This information will be held separately, securely and will record the date, time, source and originator of any text. You may at any time request to see information held about you. This does not extend to information received from a Criminal Records Bureau check; this is protected under the Freedom of Information Act until 2005.

### WHO WILL MY INFORMATION BE DISCLOSED TO?

If you wish to see information held about you, this request must be made in writing to the ECB Welfare Case Manager. The ECB must respond within 40 days. A fee may be levied in accordance with the Data Protection Act 1984. All information will be made available to any official agencies, which have a statutory duty to investigate allegations of child abuse. The ECB also reserves the right to disclose information regarding relevant child protection concerns to Club/County Boards/ACU&S/Branches/Umpires and Scorers Associations and any other individuals with child protection concerns.

### WHO DO I RETURN MY FORM TO?

Upon completion the completed form must be returned to your County Board or Club Welfare Officer marked 'Private and Confidential - SDF'. If you are an ACU&S Umpire or Scorer you should return the form marked 'Private and Confidential to the ACU&S Administration Manager. If you are deemed to be an individual who is not suitable to work with Young People/Vulnerable Adults, appropriate action will be taken and the Club/County Board/the ACU&S will be informed.

### HOW WILL THE INFORMATION BE UPDATED?

The forms will be updated in line with the ECB's requirements to meet Data Protection Regulations.

# Volunteer Application Form

## Part A

### CONFIDENTIAL

If you need more space to enter your details, or wish to give additional information, please use a separate sheet.

### PERSONAL DETAILS

SURNAME	<input type="text"/>		
FIRST NAME(S)	<input type="text"/>		
ADDRESS	<input type="text"/>		
	<input type="text"/>	POSTCODE	<input type="text"/>
E-MAIL	<input type="text"/>		
HOME TELEPHONE NO	<input type="text"/>		
MOBILE TELEPHONE NO	<input type="text"/>		
WITH DISCRETION, MAY WE CONTACT YOU AT WORK?	<input type="text"/>		
WORK TELEPHONE NO	<input type="text"/>		

### PROFESSIONAL QUALIFICATIONS RELEVANT TO THIS POST

DATES	AWARDING BODY / QUALIFICATION
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### MEMBERSHIP OF PROFESSIONAL BODIES

DATES	MEMBERSHIP DETAILS
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### TRAINING COURSES

Please give details of attendance on training courses that are relevant to this application

DATE	COURSE DETAILS
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### EMPLOYMENT DETAILS

Please detail your most recent first. This can include any paid, unpaid or voluntary work that you may have undertaken that you believe is relevant to this post.

EMPLOYER

FROM/TO

ADDRESS

TYPE OF BUSINESS

POST HELD

VOLUNTARY OR PAID?

BRIEF OUTLINE OF DUTIES

Please detail the role(s) you currently fulfil or are applying for with the County Club/ Board or the ACU&S

Please list any previous clubs and or leagues you have volunteered/worked within

1

2

3

4

5

### REFERENCES

Please give details of two referees (not relatives)

NAME

POSITION

ORGANISATION

ADDRESS

TELEPHONE NO

NAME

POSITION

ORGANISATION

ADDRESS

TELEPHONE NO

### INTERESTS

Please give brief details of pastimes, hobbies and interests:

SIGNED

DATE

**Part B**

**EQUAL OPPORTUNITIES MONITORING**

ECB promotes a policy of equity in Cricket. This policy will continue to be implemented through creating more opportunities and encouraging increased participation in the game for everyone at all levels and in all roles within Cricket.

This form is not used for selection purposes but as a mechanism to monitor and evaluate the make up of those people who are participating in Cricket as Volunteers. Please help us by completing it.

NAME

POST APPLIED FOR

**ARE YOU**

MALE	<input type="checkbox"/>	FEMALE	<input type="checkbox"/>
SINGLE	<input type="checkbox"/>	MARRIED	<input type="checkbox"/>
WIDOWED	<input type="checkbox"/>	DIVORCED/SEPARATED	<input type="checkbox"/>

**ARE YOU**

BLACK AFRICAN	<input type="checkbox"/>	PAKISTANI	<input type="checkbox"/>
BLACK CARIBBEAN	<input type="checkbox"/>	BANGLADESHI	<input type="checkbox"/>
BLACK OTHER	<input type="checkbox"/>	INDIAN	<input type="checkbox"/>
OTHER ASIAN/CHINESE	<input type="checkbox"/>	WHITE	<input type="checkbox"/>
OTHER (PLEASE SPECIFY)	<input type="checkbox"/>		

**AGE RANGE**

16-19	<input type="checkbox"/>	20-29	<input type="checkbox"/>	30-39	<input type="checkbox"/>
40-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>	60+	<input type="checkbox"/>

Do you consider yourself to have a disability? YES  NO

SIGNED  DATE

## PART C

### SELF DISCLOSURE

The England and Wales Cricket Board Ltd (ECB), The Association of Cricket Umpires & Scorers (ACU&S) and affiliated Cricketing organisations 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/membership 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). All 'spent' and 'unspent' convictions must be declared. Having an 'unspent' conviction will not necessarily impede your appointment within Cricket, this will depend on the circumstances and background to your offence. If you fail to disclose an offence and the ECB, the ACU&S or any affiliated organisation is later informed of any previously undisclosed criminal matter, you may be subject to disciplinary action. Evaluation of information is based on strict confidentiality and discretion.

1 Have you ever been convicted of any criminal offences?

YES  NO

If yes, please supply details of any criminal convictions:

  

2. Are you a person known to any Social Services department as being an actual or potential risk to Children or Young People?

YES  NO

  

3. Have you ever been the subject of disciplinary sanction (from any sport or other organisation's governing body) in relation to child abuse.

YES  NO

  

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 Vulnerable Adults. I hereby give my consent to the ECB to conduct a Criminal Record Bureau (CRB) check if so required.

NAME

DATE OF BIRTH

SIGNATURE

DATE

Please return to: Club/County Welfare Officer or the ACUS Administration Manager, whichever is applicable.  
Please mark the envelope 'Private & Confidential – SDF'.