

# GETTING INVOLVED?

## Occasional Helper (OH) Form (England and Wales)

### You must

- Use **CAPITAL LETTERS** when completing the form.
- Write clearly and insert only one character in each box.
- Mark choices in the box with a cross (X).
- Complete all sections marked as **MANDATORY (in yellow)**. If you do not your form will be returned unprocessed and this will delay your application.

### Personal details

Membership No. (if applicable)	<input type="text"/>	Date of joining	<input type="text"/>
Gender (M/F)	<input type="text"/> <input type="text"/>	Title	<input type="text"/>
		Date of birth	<input type="text"/>
Forenames	<input type="text"/>		
Known as	<input type="text"/>		
Surname	<input type="text"/>		
Email	<input type="text"/>		
Telephone (daytime)	<input type="text"/>	Telephone (home)	<input type="text"/>
Mobile	<input type="text"/>	Honours	<input type="text"/>





## Previous address history for CRB application

You must provide all the addresses where you have lived in the past five years. There should be no gaps in dates, however overlapping is acceptable. If you have lived overseas within this period, please include these addresses. This section is **MANDATORY IF YOU HAVE LIVED AT YOUR CURRENT ADDRESS FOR LESS THAN FIVE YEARS.**

Previous address 1

Town/city

County

UK Postcode  Country

At address from       until

Previous address 2

Town/city

County

UK postcode  Country

At address from       until

(use a continuation sheet if necessary, available from [scouts.org.uk/appointmentforms](http://scouts.org.uk/appointmentforms))

## Identity check for CRB application

If you answer 'yes' to any of these questions, the details related to that form of ID become **MANDATORY** fields.

### Do you have a National Insurance number?

Yes  No  National Insurance Number

### Do you hold a valid UK driving licence?

Yes  No  Please note: CRB only accepts UK driving licences for identity checking purposes

Driving licence number  Date of birth

### Do you hold a valid passport?

Yes  No  Passport number  Date of birth

Nationality

Country of issue

## ISA (Independent Safeguarding Authority) registration

Do you have an ISA registration number? Yes  No

If yes, provide your number here:

Do you have a Scottish vetting and barring number? Yes  No

If yes, provide your number here:

Security information – name of first school

(You may be asked to provide this, together with other personal information, when contacting the ISA or CRB for security reasons).

## Applicant declaration

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 (0845 300 1818 or [info.centre@scouts.org.uk](mailto:info.centre@scouts.org.uk)).

### 1. Acceptance of Scouting values and Association rules

By signing this application, I confirm that I:

a) understand that because my involvement with 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 on this form;

b) have not been convicted of any other offence(s) or subject to disciplinary proceedings relevant to the role I am undertaking in Scouting;

c) accept that my continued involvement with Scouting is subject to the agreement and consent of the relevant Group Scout Leader, relevant Commissioner and/or section leader;

d) undertake to report to the section leader, Group Scout Leader or relevant Commissioner, as appropriate, any changes in circumstances that could affect my involvement with The Scout Association;

e) 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. Individuals on these lists are disqualified from taking on a role in Scouting and must therefore declare if they are on the lists mentioned. For more information, please contact the Scout Information Centre at Gilwell Park; and

f) 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 neglect and from physical, sexual and emotional harm.

## 2. Data Protection

As a registered Data Controller, the Association is committed to the Data Principles of the Data Protection Act 1998.

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 and personal data regarding any special needs, disabilities and/or commission of offences or alleged offences; and

c) carrying out checks into my suitability to carry out a role in Scouting, including a Criminal Records check and registration with the ISA (if relevant).

Have you ever been convicted of a criminal offence, or received a caution, reprimand or warning?

Yes  No

Please cross this box if you have supplied additional information.

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

### CRB fair processing notice

The Criminal Records Bureau will refer the details provided on this application to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the CRB for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on this application form may be used to verify your identity for authentication purposes.

I confirm that I have read, understood and agreed to 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 support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

### Name of applicant

### Signature

### Date

D	D	M	M	Y	Y
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### Identity checker (not to be completed by applicant)

Have you established the true identity of the applicant, by examining a range of documents as set out in CRB guidance, and verified the address and identity information provided on this form?

Yes  No

Please list the documents you have seen to verify their identity:


### This application is for:

A new post holder

#### OR

An existing post holder who has not been CRB checked before

#### OR

An existing post holder who is being re-checked

### Evidence seen and checked by:

### Membership number

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### Proving your identity

After you have completed all the mandatory sections please return this form to the person who provided you with it. They will then ask you to provide a range of documents to confirm your identity.

A list of acceptable documents can be found at [www.crb.gov.uk/id](http://www.crb.gov.uk/id)

### Identity documents

- You must provide **original documents only**; photocopies will not be accepted.
- At least one document must confirm your **current name**.
- At least one document must confirm your **date of birth**.
- At least one document must confirm your **current address** and be no older than three months.
- Wherever possible, where you hold a document containing a photograph from the approved identity documents list, this should be submitted.

### Applicant checklist

- Complete form, ensuring **MANDATORY fields (in yellow)** are answered.
- Provide all addresses within the past five years.
- Ensure declaration is signed.
- Include all identity documents and continuation sheets (if you have used any).



## eCRB Additional Data Capture Form

Name

Membership No.

### Additional personal details for CRB application

Surname at birth (if different)

Used until

### Identity check for CRB application

If you hold a valid UK driving licence:

Licence type  Paper  Photocard      Licence valid from

If you hold a valid UK passport:

Passport date of issue

### Applicant declaration

I confirm that the information I have provided in support of this application is complete and true and understand that to knowingly make a false statement for this purpose is a criminal offence

Signature of Applicant

### Identity checker (not to be completed by applicant)

I confirm that I have verified the identity information provided on this form

Signature of ID Checker