

NORFOLK BROADS YACHT CLUB EASTER SAILING COURSE 2010
INSTRUCTORS & HELPERS FORM

PERSONAL DETAILS		
Title	Surname	Other names in full
Date of birth		Age
Address		
Home Tel		Mobile
E-mail		
Do you have any unspent convictions (including motoring offences)? If yes, give brief details		YES / NO
Having a criminal record will not necessarily bar you from working with Norfolk Broads Yacht Club. As you are applying for a position involving contact with children or vulnerable adults you may be required, to apply for a Criminal Records Bureau Standard/Enhanced Disclosure.		
MEDICAL HISTORY		
Is there any medical condition we should know about which could affect your ability to instruct/help on the course. Give details if so.		
SUMMARY OF PAST EXPERIENCE (start with most recent)		
Name of organisation, position held, dates. Brief description of responsibilities and duties.		
DECLARATION		
<p>Data Protection Act. In order to recruit for this post Norfolk Broads Yacht Club will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.</p>		
<p>Consent:: I consent to the processing of personal information in the way described.</p> <p>Declaration: I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.</p> <p>I declare I have read and understood the NBYC Child Protection Policy and Statement and NBYC Codes of Practise.</p>		<p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p>
Signature:		Date:

Please return the Instructors/Helpers forms with Self disclosure directly to NBYC Office
Mark Private and Confidential

Name	
I AM ABLE TO HELP AT EASTER SAILING WEEK.	
See the list of available jobs to describe what is involved. Delete jobs you do not wish to do.	
Instructor / Assistant Instructor / On the water helper / Powerboat Operator / Video operator / On land Nurse or Doctor / Radio Monitor / Admin assistant / Launching party / Signing In & Out Person / Domestic Goddess / Table monitor / Multi Tasker / Playground Monitor	
Days that I am able to help.	Delete days/times when you are NOT able to help
All Week	YES / NO
Part Week	YES / NO
Monday	AM / PM
Tuesday	AM / PM
Wednesday	AM / PM
Thursday	AM / PM
Friday	AM / PM
CERTIFICATES. Please attach copies of certificates (unless we hold them from last years course).	
Senior Instructor	Expiry Date
National Class Coach	Expiry Date
Dinghy Instructors	Expiry Date
Club Racing Coach	Expiry Date
Racing endorsement on Dinghy Instructor	Expiry Date
Powerboat level 2	Date
Safety Boat	Date
First Aid Qualification	Expiry Date

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Self-disclosure form for applicants for posts involving contact with children and/or vulnerable adults

Norfolk Broads Yacht Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection policy, we require applicants for posts involving contact with children to complete this self-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Name	
1. Have you ever been convicted of any criminal offences?	YES / NO
If yes, please supply details of any criminal convictions.	
<p>Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including 'spent' convictions, cautions, warnings and reprimands.</p>	
2. Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children?	YES / NO
If yes, please supply details.	
3. Have you ever had any disciplinary sanction relating to child abuse?	YES / NO
If yes, give brief details	
4. Do you have any unspent convictions (including motoring offences)?	YES / NO
If yes, give brief details	
<p>Declaration. I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for cancelling my appointment. I understand that I may be asked to apply for a Criminal Records Disclosure and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.</p>	
Signed	Date

Please put Self disclosure form in a separate envelope and Mark Private and Confidential and return with the Instructors/Helpers forms directly to NBYC Office