



CLUB RECRUITMENT FORM – Appendix 7

VOLUNTEER/STAFF APPLICATION FORM FOR THOSE IN REGULATED POSITION

All information received in this form will be treated confidentially

Name			
Address			
Date of Birth		National Insurance Number	
Telephone Number		Mobile Number	
Have you previously been involved in voluntary work? If yes, please give details:			
Do you agree to abide by TENNIS IRELAND Code of Conduct? (copy attached)			
Have you completed Child Protection Awareness			

<p>Training?</p> <p>If yes who was it organised by and when approximately</p>	
<p>Do you agree to undergo specific training if available on the role of the (position being appointed)</p>	
<p>Have you ever been asked to leave a sporting organisation in the past? (if you have answered yes we will contact you in confidence)</p>	
<p>Any other relevant information?</p>	
<p>Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.</p>	
<p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Designation:</p>	<p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Designation:</p>

This form should be retained by the Club

DISCLOSURE OF CRIMINAL CONVICTIONS FOR THOSE WORKING IN NORTHERN IRELAND

Please read this information carefully.

Statement of non-discrimination

Tennis Ulster)/Tennis Ireland is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients\customers and employees.

For the purposes of your application for the post of:

it is our policy to ask for an Enhanced Disclosure with a Children's Barred List check to be carried out by Access NI for all posts in regulated activity. The purpose of the check is to make sure that people are not appointed who might be a risk to children or vulnerable adults.

The check will tell us whether you have a criminal record, or whether any other information about you held on barred lists may have a bearing on your suitability. Any information which we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information returned from Access NI will be destroyed. See Tennis Ulster Policy of Handling Access NI Disclosure Certificates, Access NI Code of Practice, Tennis Ulster Policy on the Recruitment of Ex-Offenders and Access NI Privacy Notice on Tennis Ulster website at <https://www.ulstertennis.co.uk/resources> under the Category Access NI.

Advice to Applicants

You have applied for a Role which falls within the definition of an "excepted" position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore ALL convictions including SPENT convictions MUST be disclosed. The disclosure of a criminal record or other information will not debar you from completing the course successfully unless the Tennis Ulster considers that the conviction renders you unsuitable. In making this decision Tennis Ulster will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant. This information will be verified through an appropriate Access NI Enhanced Disclosure check. Tennis Ulster will provide risk assessment advice for clubs. If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the "excepted" nature of this role.

Have you ever been convicted of a criminal offence or been the subject of a caution, been barred by the Disclosure and Barring Service (formally the Independent Safeguarding Authority) which would prevent you from working with children and / or vulnerable adults or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

- YES**
- NO**

If so, please state below the nature, date(s) and sentence of the offence(s) date prevented from working in this area or allegations.

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

Please continue on a separate page if necessary

Declaration

I understand that I must also complete an online Access NI Disclosure Certificate Application Form and that this check must be carried out before my application for registration/appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I am also aware that Tennis Ulster, as the organisation carrying out the check, may share this information returned with the designated signatory at Tennis Ireland.

I declare that any answers given are complete and correct to the best of my knowledge and I will inform the Governing Body Children's Officer of any future convictions or charges.

SIGNATURE _____

PRINT NAME _____

DATE _____

This form should be retained by the Club

FOR CLUB USE ONLY:

Applicant Name:	
Date Application Received:	
Date of Interview:	
Interviewed By:	1. 2.
References received and are satisfactory:	Yes No
Access NI Enhanced check Application Form (Appendix 2) completed & Returned (if applicable to the position applied for by the applicant)	Yes No
Comments:	
Proof of Applicants Identification received (if applicable)	Yes No
Identification Type see Page 13 (if applicable)	Group 1. Group 2
Recommendation (with reasons)	Approve Not Approved

Signature**Print Name**

Date

Position in Organisation

WARNING

It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain a Disclosure.

Please return the following if the applicant requires an Access NI Enhanced Check

- 1. Information, Pin Notification & ID Documentation Form (Appendix 2 on website) Please follow the instructions on this form before submitting.**
- 2. Copy of Original ID submitted by the Applicant**
- 3. Fee of £32 (if applicable) payable to Tennis Ireland Ltd**
- 4. Please ensure the applicant receives copies of the following appendices when they are asked to complete the Information, Pin Notification & ID Documentation Form :**
 - Appendix 3 – Tennis Ulster Policy on the Secure Handling, use, storage and retention of Disclosure Information**
 - Appendix 4 – Tennis Ulster Policy on the Recruitment of Ex-Offenders**
 - Appendix 5 – Access NI Code of Practice**
 - Appendix 6 – Access NI Revised Privacy Notice**
 - Appendix 7 – Access NI Website Links**

All these documents can be found on the Tennis Ulster website at <https://www.ulstertennis.co.uk/resources> under Access NI

PAYMENT

Disclosures are free for all volunteers. However Access NI levy a charge, currently £32, on any disclosure application for a person in a paid capacity either staff or coach. If payment is required the applicant should make a bank transfer to Tennis Ireland Ltd Sort Code 950679 A/C No 10120588, quoting applicant name and club name as a reference.

Send Access NI applications for the attention of Anna McCartan to annamccartan@ulstertennis.co.uk

FOR CLUB USE ONLY

Appendix 1

CONFIDENTIAL REFERENCE FORM

The following person:

_____ has expressed an interest in working for TENNIS.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you known this person? _____
2. In what capacity? _____
3. What attributes does this person have that would make them suited to this work?

4. Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self Motivation					
Can Motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people. If you have answered YES we will contact you in confidence.

YES _____ NO _____

Please Sign and Print name below.

Signed: _____ Date: _____

Print Name: _____ Position: _____ (if applicable)

Organisation: _____ (if applicable)



Appendix 2 Code Of Conduct For Coaches /Sports Leaders

I agree to:

- Ensure the safety of all children by careful supervision, proper pre- planning of coaching/ playing sessions, using safe methods at all times
- Actively encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Emphasise fun and participation
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour
- Always be positive and promote the objectives of the club at all times
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed
- Report accidents or incidents of alleged abuse to the designated person
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider"
- Have access to telephone for immediate contact to emergency services if required
- Foster team work to ensure the safety of youth members in your care
- Ensure the rights and responsibilities of youth members are enforced
- Report suspected abuse to the appropriate designated officer
- Not abuse members physically, emotionally or sexually
- Maintain confidentiality about sensitive information
- Be a role model (disciplined / committed / time keeping), remember children learn by example
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions
- Hold current coaches insurance
- Maintain healthy, positive and professional relationships with all members/players. Accept my position of authority and trust in relation to members/players aged 16 and 17 years and must not engage in sexual relationships with them while that unequal power relationships exists.
- Never ask anyone to keep secrets of any kind
- Ensure that car insurance is appropriate for transporting young people to and from events
- Ensure that all those working with young people do so under the guidance of the coach
- As a coach keep my knowledge updated
- Protect myself from false accusation by...
 - Not spending excessive amounts of time alone with children away from others
 - Avoid taking children alone in a car on journeys, however short
 - Never taking children to your home
 - Not administering First Aid involving the removing of children's clothing unless in the presence of others

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club/organisation. Dismissals can be appealed by the coach/volunteer with final decisions taken by the club's appeals committee.

SIGNED BY -----

PIN NOTIFICATION + ID DOCUMENTATION FORM

(Enhanced disclosure checks- Tennis Ulster)



Applicant instructions

1. Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>

2. Select the green button to create a nidirect account and apply for an enhanced check. If you already have a nidirect account you should use this. You may be prompted to uplift this account to a higher level – instructions will appear on screen.

<https://www.nidirect.gov.uk/publications/guide-creating-nidirect-account-accessni-applications>

3. You will need to retain your login credentials for future use.

4. A digital identity validation will be conducted when you create or uplift the nidirect account. Your current name, DOB and current address will be verified by nidirect. You will be asked to upload the required identity documentation and provide a selfie. Instructions will appear on screen.

If there are problems creating this account contact nidirect on **0300 200 7868** or email nida@nidirect.gov.uk.

5. Once you have successfully created/logged in, you will be taken to the on-line AccessNI application.

6. Enter the PIN number below at **Step 1** of the form completion.

2	8	3	9	7	9
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7. Complete the remainder of the application.

8. Upload the required identity documents to the AccessNI application form. You are required to upload **two** identity documents, chosen from the AccessNI list provided, to the AccessNI application form to allow the Signatory to verify that middle names and previous surnames have been provided. To help avoid delays, where possible the following documents should be uploaded with the application form:-

- Applicant's birth certificate issued at time of birth or another suitable document that confirms the name(s) at birth and date of birth;
- A document that contains both the applicant's current name and photograph.

9. Continue to complete the remaining fields on the application.

10. At STEP 12 you must confirm and date the declaration.

11. When you click on **confirm and proceed** the application will be automatically forwarded to the Signatory for approval.

Access NI Application
Reference¹

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12.

ACCESSNI LIST OF ACCEPTABLE IDENTITY DOCUMENTS

Original Birth certificate (issued within 12 months of birth)	UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
Certified copy of birth certificate (issued more than 12 months after time of birth)	UK, Isle of Man, Channel Islands or Ireland
Long form Irish birth certificate (issued at time of registration of birth)	Ireland
Adoption Certificate	UK, Channel Islands or Ireland
Passport	Any current and valid passport
Irish Passport Card	Cannot be used with an Irish passport, Current and Valid
Current driving licence photocard	Full or provision – UK, Isle of Man, Channel Islands or Ireland
Current driving licence photocard (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) – paper version (if issued before March 2000)	UK, Isle of Man, Channel Islands and Ireland
eVisa – via weblink and share code	Current and valid
Immigration document, visa or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based, Current and Valid
Electoral ID card	Northern Ireland only
Marriage / Civil Partnership certificate	UK, Channel Islands or Ireland
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man, Current and Valid
Mortgage Statement	UK or Ireland, dated within 12 months
Financial statement, for example ISA, pension or endowment	UK or Ireland, dated within 12 months
P45 or P60 statement	UK or Channel Islands, dated within 12 months
Land and Property Services rates demand	Northern Ireland only, dated within 12 months
Council tax statement	UK or Channel Islands, dated within 12 months
Credit card statement	UK or Ireland, dated within 3 months
Bank or Building Society statement	UK, Channel Islands or Ireland, dated within 3 months
Utility bill (not mobile phone)	UK or Ireland, dated within 3 months
Benefit statement, for example Child Benefit, Pension etc	UK, dated within 3 months
Official Government/Council Document	Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC, UK and Channel Islands, dated within 3 months
EEA National ID card	Current and Valid
SmartPass issued by Translink	Northern Ireland
yLink card issued by Translink	Northern Ireland
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands, Current and Valid
Letter from head teacher or further education college principal	UK – for 16 to 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided

Letter of sponsorship from future employment provider or voluntary organisation	Non UK only – Valid only for applicants residing outside UK and Ireland at time of application
Exceptional circumstances – Document agreed with organisation.	Cannot be used unless advised by organisation.

It is standard good recruitment practice for employers or those appointing volunteers and coaches to satisfy themselves as to the identity of those applying for positions. The role of Tennis Ulster as an Umbrella Body who is assisting clubs through the checking process to ensure documentary evidence is validated, and that we can indicate on the ID Validation Form that the checks have been made. Tennis Ulster must comply with Access NI Code of Practice.

Please complete page 3 of this form with your club representative and your club representative must email this form to annamccartan@ulstertennis.co.uk

Applicant details as they appear on the ID documentation provided:

1.Full name :(include all forenames)

2.Date of Birth :

		/			/				
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3.Current postcode :

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4. Passport Number : _____ 5. Driving Licence Number

6. National Insurance Number: _____

7. Name of Club (volunteer etc) _____ 8. State Role Applied for (i.e coach, junior club)

9. Applicant's Confirmation: *'I agree to passing written approval to the Club and Tennis Ulster' for the purpose of completing an Access NI Check and understand that the process will include a check against the Children's Barred List.*

Yes No (please tick as appropriate)

10. Applicant's Signature: _____

11.Name of Club Contact (to notify when Access NI Disclosure Completed)

12.Email Address & Phone number of Club Contact

Confirmation I have seen the original ID documents as indicated on Page 2 of this form.

I confirm the applicant has the right to work in the UK.

13. Signed: _____ Date: _____

14. Payment: Yes No **Volunteer Roles No Charge/anyone in a Paid Position £32**

(Please tick as appropriate)

WARNING: It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain a Disclosure.

PAYMENT: Disclosures are free for all volunteers. Access NI levy a charge, currently £32 for a person in a paid capacity either staff or coach. Please make a bank transfer to Tennis Ireland Ltd Sort Code 950679 A/C No 10120588, quoting applicant name and club name as a reference

Page 3

**GDPR - INFORMATION, PIN NOTIFICATION & VALIDATION FORM PRIVACY NOTICE
UPDATED JANUARY 2019 (GDPR SECTION)**

The General Data Protection Regulations were introduced on 25th May 2018 and Tennis Ulster respect the privacy and data security of our affiliated Tennis Clubs. The relationship that Tennis Ulster hold with your Club is important to us. The privacy statement below covers how Tennis Ulster collects and processes personal data from our Tennis Clubs.

How we use your information & how long we will retain it

Tennis Ulster will retain the following information on the Information, PIN Notification & Validation form for 90 days and will use the information to;

- Administer, process and acquire the Access NI check on behalf of Clubs

Please Note: Access NI Check application responses will be held by Tennis Ulster for 3 years.

Personal Data

- The personal data that we normally hold on the Information, PIN Notification & Validation is;
 - Name of applicant
 - Date of Birth of applicant
 - Club of applicant
 - Passport Number
 - Driving License
 - National Insurance Number
 - Permission of the applicant for the Club and Tennis Ulster to complete an Access NI check
 - Club Responsible person contact details (email address and telephone number)
- Tennis Ulster hold special categories of personal data on the Information, PIN Notification & ID Validation form as above and will not hold longer than 90 days after the recruitment or other relevant decisions have been taken; or after the date on which any dispute about the accuracy of the Disclosure information has been resolved.

Data Controller

- The data controller for your personal information is Tennis Ulster.
- We will not share any of your data with third parties unless we have a data sharing agreement in place.
- We will never sell any of this data to a third party.

Your Rights

- Tennis Ulster respects your rights in relation to your data and if you wish to update, access, erase or limit the use of your information please let us know by emailing info@ulstertennis.co.uk
-

The information that you have given on the Tennis Ulster Information, PIN Notification & ID Validation form is a true and accurate record and you are content to provide information to UBTI on the basis outlined above.

To provide your consent to this statement please tick I agree
 please tick I do not agree if you do not consent.

Signed _____ Date _____

Please return this form by email to annamccartan@ulstertennis.co.uk.

Please ensure that if a fee of £32 is due this must be made by bank transfer. Bank details are on page 3 of this form.

AccessNI Disclosure – Applicant Information Leaflet

As part of the recruitment process for a role in which you have expressed an interest, a criminal record check is required to be completed. In Northern Ireland this check is undertaken by AccessNI, upon receipt of a valid application. A disclosure certificate will be issued at the end of the process, including criminal record and other relevant information.

You can find out more about AccessNI criminal record checks on the nidirect website here

<https://www.nidirect.gov.uk/articles/information-disclosed-criminal-record-check>

Before the AccessNI process is commenced, and if you are applying for an Enhanced check (with a Barred List check), you are required to disclose if there is any reason why you cannot work in Regulated Activity.

The AccessNI application must be made on-line through the nidirect website. You will be required to set up a nidirect account to complete your application. The application will be checked and authorised by an approved Umbrella Body before being transferred to AccessNI for processing. A link to the AccessNI Privacy Notice is available <https://www.justice-ni.gov.uk/publications/accessni-privacy-notice>

You should note the following important information about the AccessNI application process:-

1. Tennis Ulster has been appointed to check and authorise your application.
2. The name of the authoriser is Anna McCartan.
3. The PIN to be used on the on-line application is 283979
4. Your Club and not the Umbrella Body, will be responsible for the decision whether or not to offer you a position.
5. Having a criminal record does not necessarily prevent you from obtaining a position.
6. A policy is in place that sets out the organisation's approach to recruiting ex-offenders – a copy of this can be made available at your request.
7. The AccessNI statutory Code of Practice is available on the nidirect website and can be viewed at:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

If you have any questions in relation to this process you should, in the first instance, contact the person who asked you to complete the AccessNI application.
