

Leader Transfer Form (Company)

PLEASE READ GUIDANCE NOTES BEFORE COMPLETING THIS FORM
All parts of this form MUST be completed - Use Black Ink & Capital Letters

HQ Reference

1 About You

TO BE COMPLETED
BY APPLICANT

Leader Registration Number

Date of birth

Surname

First name(s)

Title

Initials

Honours etc

Address

Town

County

Postcode

Country: ☐ England ☐ Scotland ☐ Republic of Ireland
☐ Wales ☐ Northern Ireland

Telephone (daytime)

Telephone (evening)

E-mail Address

2 Appointment

TO BE COMPLETED
BY APPLICANT

Please indicate your current appointment and the new appointment for which you are registering below.

Current appointment:

- | | |
|--|--|
| ☐ Helper | ☐ Staff Sergeant |
| ☐ Warrant Officer | ☐ Residential Activity Helper |
| ☐ Lieutenant | ☐ Amicus Leader |
| ☐ Captain | ☐ Chaplain |

New appointment:

- | | |
|--|--|
| ☐ Helper | ☐ Staff Sergeant |
| ☐ Warrant Officer | ☐ Residential Activity Helper |
| ☐ Lieutenant | ☐ Amicus Leader |
| ☐ Captain | ☐ Chaplain |

Other Current Position(s)

3 Transfer

TO BE COMPLETED
BY APPLICANT

Please indicate the Company with which you are currently working, and the new Company with which you will be working. The date which you will transfer MUST also be inputted below.

Current Company:

New Company:

Date of Transfer:

(Date from which you will be working in the new company)

4 Declaration

TO BE COMPLETED
BY APPLICANT

Because of the nature of the work for which you are applying, The Boys' Brigade may undertake a Disclosure check prior to your appointment as a Leader. The purpose of the check is to make sure that people are not appointed who might be a risk to children & young people. The Boys' Brigade complies with the Disclosure agencies' Codes of Good practice, copies of which are available upon request. The check will tell us whether you have a criminal record and whether statutory authorities hold any information about you that might have a bearing on your suitability to work with children. Any information we receive will be treated confidentially, and will be discussed with you before we make a final decision. Having a criminal record will not necessarily be a bar to a position in The Boys' Brigade.

Have you ever been convicted of a criminal offence, or are you at present subject to criminal charges?

☐ No ☐ Yes (see below)

If you ticked 'yes' above, please give details:

(Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4 (ii) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975, and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within The Boys' Brigade. The act relates to England and Wales but leaders in Scotland, Northern Ireland and the Republic of Ireland are subject to similar legislation and must declare any spent convictions.

I give my permission for the necessary checks to be undertaken. I declare the information I have given on this application form is correct to the best of my knowledge and I will inform Brigade Headquarters immediately if any future charges, convictions or investigations are brought against me. Understanding the object of The Boys' Brigade and recognising the responsibilities this carries, I wish to become a leader in The Boys' Brigade. I promise to carry out my role in accordance with Brigade regulations**.

DBS Update Service (only applies to leaders registering in England & Wales)

I give permission for the BB to check against the information held (where registered with DBS Update Service) for the period of my registration.

Data Protection: I understand that information provided on this form may be shared within the organisation or with authorised service providers.

Signed (by Applicant)

Date

** Brigade Regulations can be found at: www.boys-brigade.org.uk

5 Referees

TO BE COMPLETED
BY APPLICANT

Please supply the name, address, telephone number and position or relationship of two people to whom reference can be made in support of your application. Referees should NOT be related to the applicant.

Referee 1

Full Name

Position / Relationship

Address

Telephone

Referee 2

Full Name

Position / Relationship

Address

Telephone

5 Company Nomination

TO BE COMPLETED BY
COMPANY CAPTAIN

! NOT APPLICABLE FOR TRANSFER TO APPOINTMENT AS CAPTAIN

I consider the applicant to be suitable for appointment as a Leader in The Boys' Brigade.

Helpers and Residential Activity Helpers should **NOT** be given any responsibility for children and young people unless they have completed a **Child Protection and Safety Module**. After training, they may be given responsibility for young people at the Captain's discretion.

Warrant Officers are required to complete **Youth Leader Training** (or KGVI) by 31st August of the first complete session after registration.

Lieutenants/Captains are required to complete **Youth Leader Training** (or KGVI) before appointment. In addition Captain's must have completed **Captain's Training** prior to appointment.

I confirm that the relevant training requirements have been met, and give details below (This box **MUST** be completed for appointments as a **Lieutenant/Captain**):

Provide details of course attended, date and venue:

Signed (by Company Captain)

Print Name:

Date

7 Church Nomination

TO BE COMPLETED BY
NEW CHURCH

Church name

We consider the applicant to be suitable for appointment as a Leader in The Boys' Brigade. This nomination is granted by the Governing Body of the Church (as above).

References were:

- ☐ Taken up & Retained by Church
☐ NOT taken up (please give reasons)

Please state reasons for not checking references:

Please note: References should be retained by the Church

Disclosure checks for applicants are MANDATORY for all those working with children and young people.

ENGLAND & WALES AND NORTHERN IRELAND

Please tick ONE box as applicable:

- ☐ A Disclosure check (DBS/AccessNI) has been received (**within 6 months**), and indicated there is nothing that would deem the applicant unsuitable to work with children and young people.

Disclosure Date of Issue:

MUST BE COMPLETED

Disclosure Number:

MUST BE COMPLETED

- ☐ A Disclosure application (DBS/AccessNI) has been made and we are awaiting a response. As soon as a response is received, BB Headquarters will be informed accordingly.

Date Disclosure application applied for:

MUST BE COMPLETED

Name of agency undertaking the check:

MUST BE COMPLETED

- ☐ Already a member of the DBS Update Service

Disclosure Date of Issue:

MUST BE COMPLETED

Disclosure Number:

MUST BE COMPLETED

- ☐ No Disclosure application (DBS/AccessNI) has been made, BB Headquarters are requested to carryout a check.

SCOTLAND

Please tick ONE box as applicable:

- ☐ The applicant is already a member of the PVG scheme through local church.

PVG Scheme Number:

MUST BE COMPLETED

Date joined scheme:

MUST BE COMPLETED

- ☐ The applicant has applied to become a member of the PVG Scheme.

Date of application:

MUST BE COMPLETED

Signed (by Minister or appropriate Church official)

Print Name:

Position

Date