



NEW LEADER/HELPER APPLICATION FORM

This form is for congregational use, please retain this document in accordance with your church's GDPR policy. DO NOT send this form to the safeguarding department.

Section 1 – To be completed by applicant

Personal Details

Title: _____

Forename: _____

Surname: _____

Date of Birth: _____

Current Address: _____
(Include postcode) _____

Phone number: _____

Email address: _____

Name of church: _____

How long have you been attending this church? _____

Parental Signature (if applicant is under 18): _____

References

References should be from people who have had first-hand knowledge of the individual's work with children/young people and have known the applicant for at least two years.

*(Referees **should not** be family members, the minister, DLP or either of the interviewers.)*

1st Referee

Name: _____

Address: _____

Phone/Email: _____

2nd Referee

Name: _____

Address: _____

Phone/Email: _____



Section 2 – To be completed by Organisation Leader / Elder / Designated Person / Appointed Person

Possible questions to ask

Why would you like to serve as a leader/helper?

Can you please share your journey with faith up to this point in your life?

What gifts or strengths do you feel God has given you to work this role?

Serving

Which area are you interested in serving in? *(Please tick where applicable)*

- ☐ Welcome Team
- ☐ Children's Ministries
- ☐ Youth
- ☐ Worship
- ☐ Prayer
- ☐ Media/Tech
- ☐ Other (please specify)

As part of your role, you may be required to undergo a Gardai Vetting check. Are there any convictions that may prevent you from fulfilling the requirements of this role?

☐ Yes

☐ No

If yes, please specify

Recruitment Process - Interview

Please confirm an interview has been conducted for this specific role ie, Has a discussion taken place with the applicant? Has the interview been conducted by the Organisation Leader and Elder, Designated Liaison Person or appointed person? Has the applicant demonstrated suitability for the role? Records of the interview should be retained and recommendation of appointment forwarded to Kirk Session. *(Please tick)*

☐ Yes

☐ No

Please confirm a record of the interview process has been recorded and retained for future reference and is kept in a secure manner *(please adhere to your churches GDPR policy for retaining recruitment documentation.) (Please tick)*

☐ Yes

☐ No

Outcome / Decision

Interviewed by Organisation Lead / Designated Liaison Person / Elder / Appointed Person

Interviewer 1

Name: _____

Position: _____

Interviewer 2

Name: _____

Position: _____

Is this a paid role?

☐ Yes

☐ No

If yes, has the appointed person seen proof of right to work ie. National Insurance Number, British/Irish Passport? *(Please state below)* (Check right to work checklist for other acceptable documents)

Identity Validation – to be completed by interviewer

(See page 3 of the NVB1 form for acceptable documents)

Date of ID check: _____

Signature: _____

Name (capitals): _____

Position: _____

I recommend that the above applicant proceeds in the appointment process and applies for a gardai vetting application (if applicable). (Please tick)

☐ Yes

☐ No

Signature: _____ **Date:** _____

I confirm that confirmation has been received from PCI Safeguarding Department that a gardai vetting disclosure has been issued.

Designated Liaison Person Signature: _____

Date Issued: _____

Section 3 – To be completed by Kirk Session

Decision made and agreed by Kirk Session *(please tick)*

☐ Approved

☐ Not Approved

Signature of Kirk Session

Member: _____

Meeting Date: _____

Accepted Garda National Vetting Bureau (GNVB) identity documents

CATEGORY	DOCUMENT TYPE
	Photo Identification
	Passport from country of citizenship
	Irish/EU/UK Driving Licence or Learner Permit
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
	Proof of Address
Credit Institutions	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (the only utility bills accepted are: gas, electricity, television, broadband, waste and TV licence)
Government Bodies	Correspondence from government departments
Local Authorities	Letter from Local Council confirming tenancy

In circumstances where an applicant under the age of 18, does not have documentation outlined in the accepted documentation table, the following will be accepted:

	Identification
	Birth Certificate and Written statement by a school principal or an accredited third level institution confirming attendance and address

Two documents must be submitted, one to support identification and one to support proof of address.

Strict Adherence: Only the documents listed are acceptable (Driving Licence does not cover proof of address)