Diocese of Clonfert
Diocese of Galway, Kilmacduagh and Kilfenora
Parish of _____

SG-01 - Safeguarding Recruitment Form

(Please tick all appropriate boxes)

The role you currently hold / are volunteering for:
Full Name:
Have you been or are you known by any other names? If so, please give details:
Address:
Phone No: Email:
Have you previously been involved in voluntary work with children/young people and/or vulnerable persons in the Church or in other settings? **Yes/No** If yes please give details.
Please detail the experience /qualifications you have gained in your professional life where/if relevant to the role being applied for.
Do you have any specific needs that we need to be aware of?

DECLARATION

Have you ever been convicted of a criminal offence, been the subject of a caution or of a Bound Over order or have you any prosecutions pending? **Yes / No**
If yes, please state below the nature and date(s) of the offence(s) or alleged offence(s).
Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child/young person/vulnerable person? **Yes / No**
If yes, please state below the nature and date(s) of the offence(s) or alleged offence(s).

I understand that if it is found that I have withheld information or included any false or misleading information above, I may be removed from my post, whether voluntary or paid. I understand that the information will be kept securely by the diocese/parish. I declare that the information I have provided is accurate and complete and that I am not aware of any reason why I might be considered unsuitable for work/ministry with children/young people and/or vulnerable persons. ☐

SAFEGUARDING AGREEMENT

I confirm that I

- will be/have been made aware of and will abide by the Safeguarding Children and/or Vulnerable Persons Policy and Standards of the Catholic Church in Ireland ☐
- have access to the Parish Safeguarding Children Handbook and/or Vulnerable Persons at Risk of Abuse Booklet (diocesan website/safeguarding office/parish office) ☐
- have received/will attend child and/or vulnerable persons safeguarding training applicable to the role ☐
- I agree to report any safeguarding concern, allegation, disclosure or suspicion in accordance with Parish and Diocesan safeguarding procedures ☐

DATA PROTECTION CONFIDENTIALITY AGREEMENT

I understand as part of my role I may be entrusted with sensitive information, including personal details, financial records, and pastoral communications. I agree to maintain the confidentiality of all such information and to use it only for the purposes for which it was intended. Unauthorized disclosure or misuse of confidential information will be considered a serious breach of this agreement.

I have read and understood the above statement and agree to be bound by its terms both for the duration of my involvement in the work of this parish and indefinitely thereafter. ☐

Referees

Please provide the names and contact details of two people whom we could contact for a reference (not relatives).

Referee 1 Name:	
Address:	
Job title/occupation:	Organisation/company:
Phone number:	Email:
Referee 2 Name:	
Address:	
Job title/occupation:	Organisation/company:
Phone number:	Email:

DATA PROTECTION CONSENT

The data entered will be used only for the purpose indicated on the form. It may only be accessed by those with responsibility for managing records or group activities.

Details or photos/videos of work you might undertake maybe included on our newsletter/website ☐
Liturgical services you participate in may be transmitted publicly/recorded by church webcam or church live-streaming (Facebook, YouTube, etc.) ☐ ***Please tick the box(s) to confirm your consent***

Privacy Statement is available on the diocesan website.

* **Applicant Signature:** _____ **Date:** _____

Parish Use Only

Date Application Form Received_____

Date Reference 1 Received/Confirmed_____

Date Reference 2 Received/Confirmed_____

Invited to take up Ministry Yes/ No on_____ **(date)**

Signed_____ **Date**_____