



Glenrothes Amateur Musical Association

(Affiliated to the National Operatic and Dramatic Association)



Application Form for workers with Children, Young People and Vulnerable Adults

The GAMA Committee is responsible for the appointment of all workers with children, young people (up to age 18) and vulnerable adults. Every worker must fill in a copy of this form and it shall be retained by the Child Protection Officer. This form is confidential, and shall be seen on a 'need to know' basis only.

Full name:	Position Sought:
Home Address:	Contact Details: Day: Evening: e-mail:
How long have you lived at the above address?	Date of Birth:
	Maiden name if applicable:
If less than 12 months, please give the following information: Previous address: How long did you live there? Name of any other dramatic/ musical or youth groups you normally attend:	Please give details of previous experience of looking after or working with children, young people or vulnerable adults:

<p>Please give details of any relevant qualification or appropriate training which equips you for this work:</p>	<p>References: Please give the name, address, telephone number, relationship to you and position of TWO people who know you have known for at least three years (but not related to you): ----- <u>Referee one</u> Name: Address: Tel. Number: Relationship: Length of time known: ----- <u>Referee two</u> Name: Address: Tel. Number: Relationship: Length of time known:</p>
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Declaration

I declare that the information that I have given on this form is correct.

Signed..... Date.....

Print name of applicant.....

Before your application for this position can be finally approved you will require to complete the Disclosure Scotland Application and GAMA Declaration forms. The Child Protection Officer or designated signatories will inform and assist you with these forms. These safeguards require that a criminal records' check be undertaken before a volunteer is approved and appointed to a post involving contact with children.



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Job Description and Declaration for workers with Children, Young Persons and Vulnerable Adults

This form shall be completed for all workers with children, young people (up to age 18) and vulnerable adults. The 'Job Description and Declaration' shall be duplicated and passed to the following persons: applicant, Child Protection Officer and Membership Secretary. If the workers' role changes substantially, a new form requires to be completed.

Part A: to be completed on behalf of GAMA

Name of worker:	Post:
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Where/ when group meets:
 Normally Tuesday and Wednesday evenings, April to October – Rothes Halls
 Some Sunday afternoons (normally September) – St Columba's or St Paul's
 Church halls.

GAMA's Policy Statement re Child Protection:
 It is the responsibility of each individual within the fellowship of GAMA (members, Friends and helpers – paid or voluntary) to help to maintain a safe environment for any Young and/or Vulnerable People involved in a Production, during both rehearsal and performance periods.

It is the responsibility of GAMA's Committee to ensure that all reasonable controls are put in place to ensure such safety, taking cognisance of all National and Local Authority legislation and guidelines.

Person to whom the worker is responsible re Child Protection:

- Mrs Nancy Butler – Child Protection Officer

Part B: to be completed by the worker with children/young people

Declaration:

I have understood the nature of the work I am to do with children/young people/vulnerable adults. I have read GAMA's 'Policy Statement', 'Code of Good Practice' and 'Child/Vulnerable Adults:ReferralProcess'. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact. I know what action to take if abuse is discovered or disclosed.

Signature..... Date.....

