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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Please complete all sections of the form below for each applicant. **Each applicant must be a basketball**scotland **member and that membership must be linked to the club listed in the form below**  The application types are as follows:  SRJ – Application to join: where the applicant is not currently a PVG Scheme member  SRU – Application to Update: where the applicant is already a PVG Scheme member and there is no change to the regulated work group  ExSR - Existing Member (where the application is for a different regulated work group e.g. already a scheme member for adults but now applying for scheme membership for regulated work with children) | | | | | | | | | | | | | | |
| **SRJ – App to Join**  **SRU - Update**  **ExSR – Exist mem** | **Title Applicant’s Name\***  \*The name you provide for each applicant should be their full birth name rather than ‘known by name’.  **Title First name Middle name Surname** | | | | **D.O.B** | **Applicant’s Email Address\***  **\*No generic email addresses: the email provided must be a** personal email or personal work email address or it will be rejected. | **Applicant’s Current Home Address – with postcode** | **Does the applicant have a UK mobile phone number?**  **Y / N** | **Club** | **Position**  **Applied For** | **Regulated Work Group(s) Children, Adults, Both** | **Will the Work Be Carried Out at The Home of The Applicant Y/N** | **Volunteer Y/N** | **You are required to check at least 1 form of Photo ID and 1 form of Address ID.**  **Where no Photo ID is available, please check 2 forms of Address ID and 1 additional ID document (e.g. a birth certificate).**  **Please note that a PVG certificate cannot be used as ID.**  **List the documents which have been checked**  **Identification can be verified via Zoom, FaceTime etc. if your procedures allow this.   Please check that all documents viewed are within the date of expiry and, for those presented to verify the current home address of the Applicant, please check that they are no older than 3 months from the date of the application or 12 months for P45 / P60, mortgage statement (UK) or council tax statement (UK).  By completing this section you are confirming that the ID verification process has been correctly carried out and that you have satisfied yourself as to the identity of the applicant.** |
| Choose an item. |  |  |  |  |  |  |  | Choose an item. |  |  | Choose an item. | Choose an item. | Choose an item. |  |
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**CLUB DECLARATION**

I declare that the disclosure record is requested for the purpose of enabling or assisting me (or any other person for whom I act) to consider the applicant’s suitability to do, or to be offered or supplied for, the type(s) of regulated work specified in the application. I understand the following:

* Disclosure Scotland will use the information I have given to check and process the application. It will also use it for the purpose of the Scheme, for the prevention or detection of crime and for other related purposes.
* Disclosure Scotland may pass the information it holds about me to other Government departments or organisations, the police and other law enforcement agencies for the purpose of the Scheme, of the prevention and detection of crime, of the apprehension and prosecution of offenders and other related purposes.

I confirm that the information I have supplied is complete and correct.

I understand that to knowingly make a false statement in this application is a criminal offence.

I will give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

|  |  |
| --- | --- |
| Club Representative Name |  |
| Club Representative Role |  |
| E mail address |  |

**Please return this application request to** [**pvg@basketball.scot**](mailto:pvg@basketball.scot?subject=PVG) **together with a signed statement from each applicant which must include the text on the following page.**

Applicants receive an email from Disclosure Scotland with a link to complete the PVG application process. This link is valid for 14 days. Please advise applicants to add the Disclosure Scotland email, **disclosures@volunteerscotland.org.uk** to their safe senders list to prevent emails landing in junk / spam folders.

Dear PVG Applicant  
  
Please complete and sign this form to confirm that you give consent to basketballscotland to share any information which may appear on your PVG Scheme Record / Scheme Record Update.

Any information received in addition to the certificate will not be divulged without the written consent of the Chief Officer who provided it.  
  
We are unable to process your application unless consent is given.  
  
 Your Full Name:                                                                     Date of Birth: dd/mm/yyyy  
  
  
**FAIR PROCESSING NOTICE (FPN) – PROTECTION / SAFEGUARDING / WELLBEING**  
  
Current data protection legislation requires that you are informed about how your personal information will be used. Please note that the personal data which you provide will be stored and/or processed by basketballscotland in order for us to perform services for you or correspond with you. Please go to our Privacy Policy for more information about the management of your personal data.  
  
PLEASE NOTE - The purpose of the FPN is for clubs to be able to seek assistance from basketballscotland and only where the club is a secondary organisation whose details are held by Volunteer Scotland Disclosure Services. The information will only be shared as far as is necessary to provide the necessary guidance to the club in relation to vetting information and change of status notifications.  
  
For the purposes of child and / or protected adult wellbeing, safeguarding and protection matters, the club may share information about you with the sport’s Governing Body in Scotland.  
  
 This may be related to, but not exclusively restricted to, where it has been alerted to circumstances that might affect your status as a member of the PVG Scheme for regulated work with children and / or protected adults or your suitability to carry out the regulated work role for which you have applied / been appointed to or are already doing.  
  
In the event such sharing is deemed necessary, it will normally only be carried out between the registered Child Protection / Welfare / Safeguarding Officer at the club and the governing body. All information must be treated as confidential, stored securely and only shared with those who need to know.  
  
**CONSENT TO SHARE**  
  
I consent to the communication by basketballscotland of all or any of the information provided to them by Disclosure Scotland in my PVG Scheme Record or Scheme Record Update, including non-conviction information to the “nominated person” at any employing organisation where I am providing services or from whom I may be seeking employment.  
  
Please type your name below to give this consent and return the statement via email to:   
  
Applicant Signature:                                                                                               Date: dd/mm/yyyy