

# RECRUITMENT PROCEDURES FOR MOTOR SPORT

**Guidance for this recruitment procedure has been taken from:**

- The Code of Ethics and Good Practice for Children's Sport
- Our Duty to Care
- Co-operating to Safeguard Children, 2003
- Protection of Children and Vulnerable Adults (NI) Order Information Notes 1 - 3
- **2 & 4 Wheels** Guidelines
- Access NI

**Motor Sport** relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in SPORT would not exist.

**2 & 4 Wheels** will ensure good recruitment procedures by:

- **Defining the role the individual is applying for (job specification).**
- **Insisting that a person applying for any post of responsibility within the club complete the relevant form (see sample application form).**
- **Obtaining 2 references in writing, (the request for references will only be sought for preferred applicants)**
- **Obtaining the individual's signed permission to enable 2 & 4 Wheels to request an AccessNI, Enhanced Disclosure check (proof of identity should be provided).**
- **Setting a probationary period (6 months for staff or long term volunteers).**
- **Interviewing the individual either formally or informally by two members.**
  - **Assessing the individual's experience of working with children or young people and knowledge of child protection issues.**
  - **Assessing their commitment to promoting good practice.**
  - **Assessing their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to consult young people or ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.**

# VOLUNTEER APPLICATION FORM FOR THOSE IN REGULATED POSITIONS

All information received in this form will be treated confidentially

<b>Name:</b>			
<b>Maiden Name (if applicable)</b>			
<b>Address</b>			
<b>How long have you lived at this address</b>			
<b>Previous address(es) Over the last 5 years</b>			
<b>Have you ever lived outside N Ireland?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>If yes, please list addresses:</b>			
<b>Place of Birth</b>		<b>Date of Birth</b>	
<b>Telephone No.</b>		<b>National Insurance No</b>	
<b>Are you?</b>	<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <input type="checkbox"/> Homemaker <input type="checkbox"/> Retired <input type="checkbox"/> Other		
<b>Previous work experience &amp; relevant qualifications</b>			
<b>Have you previously been involved in voluntary work?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>If yes, please give details:</b>			

<b>How much time can you commit?</b>		Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Morning							
	Afternoon							
	Evening							
<b>Do you have any spare time hobbies, interests or activities?</b>								
<b>Do you agree to abide by 2 &amp; 4 Wheels Code of Conduct (copy included with this form)?</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No					
<b>Have you completed Child Protection Awareness Training?</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No					
<b>If yes, who was it organised by and when approximately</b>								
<b>Do you agree to undergo specific training on the role of the (<i>position being appointed</i>)</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No					
<b>Have you ever been asked to leave a sporting organisation in the past?</b> (if you have answered yes we will contact you in confidence)	<input type="checkbox"/> Yes		<input type="checkbox"/> No					
<b>Any other relevant information?</b>								
<b>Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.</b>								
<b>Name:</b> <b>Address:</b>				<b>Name:</b> <b>Address:</b>				
<b>Telephone:</b> <b>Designation:</b>				<b>Telephone:</b> <b>Designation:</b>				

<b>FOR OFFICIAL USE ONLY:</b>	
<b>Applicant Name:</b>	
<b>Date application received:</b>	
<b>Date of interview:</b>	
<b>Interviewed by:</b>	1. 2.
<b>References received and are satisfactory:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>AccessNI check completed &amp; returned (if appropriate):</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Comments:</b>	
<b>Proof of applicants identification received:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Identification type:</b>	
<b>Recommendation (with reasons)</b>	Approve <input type="checkbox"/> Not approved <input type="checkbox"/>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# DISCLOSURE OF CRIMINAL CONVICTIONS FOR THOSE WORKING IN NORTHERN IRELAND

Please read this information carefully.

**2 & 4 Wheels** is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients\customers and employees.

For the purposes of your application for the post of:

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it is our policy to ask for a check to be carried out by AccessNI. The purpose of the check is to make sure that people are not appointed who might be a risk to vulnerable people.

The check will tell us whether you have a criminal record, or whether AccessNI holds any other information about you which might have a bearing on your suitability. Any information which we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information will be destroyed.

### Advice to Applicants

Please complete this form as accurately as possible and return it marked “**Confidential**” in the envelope provided. An arrangement will be made with you to discuss any clarification if required.

Thank you for your co-operation.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and ‘spent’ conviction, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless 2 & 4 Wheels considers that the conviction renders you unsuitable. In making this decision the 2 & 4 Wheels will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

**Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?**

Yes  No

If so, please state below the nature, date(s) and sentence of the offence(s)

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**Please provide any other information you feel may be of relevance such as:**

- the circumstances of the offence
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

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*Please continue on a separate page if necessary.*

Please note you are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions including 'spent' convictions.

I understand that an AccessNI disclosure check must be carried out before my application for registration/appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I consent to the check being made. I am also aware that 2 & 4 Wheels as the umbrella organisation carrying out the check may, following discussion with myself, share the information returned with my club chairperson.

***I declare that any answers are complete and correct to the best of my knowledge and I will inform the designated person of any future convictions or charges.***

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**Signature**

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**Print Name**

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**Date**

# CONFIDENTIAL

The following person:

\_\_\_\_\_

has expressed an interest in working for \_\_\_\_\_ (*name of governing body*)

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

**1. How long have you know this person?**

\_\_\_\_\_

**2. In what capacity?**

\_\_\_\_\_

**3. What attributes does this person have that would make them suited to this work?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Please rate this person on the following – please tick one box for each statement:**

	Poor	Average	Good	V Good	Excellent
<b>Responsibility</b>					
<b>Maturity</b>					
<b>Self-motivation</b>					
<b>Can motivate others</b>					
<b>Energy</b>					
<b>Trustworthiness</b>					
<b>Reliability</b>					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people. YES   
NO

If you have answered **YES** we will contact you in confidence.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_