**Application to Join the PVG Scheme – Quick Reference Guide**

This form should be completed by any applicants who are not already a member of the PVG Scheme and are going to be fulfilling a regulated work with children role in your club.

Anyone who has an existing Enhanced Disclosure (prior to February 2011) for a regulated work with children role that they are still fulfilling in your club should complete an application to join the PVG Scheme form.

The full guidance notes issued by Volunteer Scotland Disclosure Services can be downloaded from the VSDS ([www.VSDS.org.uk](http://www.crbs.org.uk)) or Bowls Scotland website ([www.bowlsscotland.com](http://www.bowlsscotland.com)).

**A SAMPLE ‘APPLICATION TO JOIN THE PVG SCHEME’ IS PROVIDED ON PAGES 27-31.**

**Quick Reference Guide – First time applicants**

* We recommend you use blue or black ink to complete the form and write clearly in **BLOCK** **CAPITALS**.
* Mark choices in the boxes indicated with an ‘**X**’.
* Only complete the sections that are applicable to you. Don’t mark any other part of the form.

**PART A**

**A1** Mark a cross in the box beside ‘Scheme Record’.

**A2** Mark a cross in the box beside ‘Children’.

**A3** Mark a cross at ‘No’.

**PART B**

**B1** Mark a cross beside your title. If other please complete details in boxes provided.

**B2** Fill in your surname.

**B3** Fill in your first name and any middle names.

**B5** Mark a cross beside ‘Yes’ or ‘No’

 If ‘Yes’ please complete **B6-B12** with details of previous names.

**B13** Fill in Mother’s Maiden or Family Name. This should only be the surname.

**B14-B18** Fill in birth details.

**B19-B22** Fill in contact details (you must insert at least a contact phone number).

**B23** Mark a cross beside ‘Yes’ or ‘No’

 If ‘Yes’ please complete **B24**.

**B25** Mark a cross beside ‘Yes’ or ‘No’

If ‘Yes’ please complete **B26** and **B27**. For UK residents your Passport number is in the top right hand corner of your photo page. If your Passport was issued in the UK you should insert United Kingdom at **B27**.

**B28** Mark a cross beside ‘Yes’ or ‘No’

If ‘Yes’ please complete **B29** and **B30**. For UK residents your Driving Licence number will start with the first five letters of your surname. If your Driving Licence was issued in the UK you should insert United Kingdom at **B30**.

**B31** Mark a cross beside ‘Yes’ or ‘No’. For UK residents this will be ‘No’.

 If ‘Yes’ please complete **B32 and B33**.

**B34** If the applicant is using their National Entitlement Card for identification then they should fill in the 16 digit number.

**B35** If the applicant is using an Electricity Bill as identification they should fill in their Electricity Supplier number here (21 digits).

**B36** Mark a cross beside ‘No’. If the applicant believes they are already a PVG Scheme member they should be completing an ‘Existing PVG Scheme Member Application’.

**B38** Mark a cross beside ‘Yes’ or ‘No’. ISA stands for Independent Safeguarding Authority (equivalent organisation of Disclosure Scotland in England and Wales).

If ‘Yes’ please complete **B39**.

**B40-B46** Fill in current address details. At **B45** you should enter how long you have been resident at your current address for in the following format MM/YYYY (e.g. 01/2013).

**B47-B82** If you have lived at your current address for less than five years then please complete this section until you have provided five years worth of address history. You should start with your most recent address first.

**B83** Mark a cross beside ‘Yes’ or ‘No’. If ‘Yes’ please complete sections **B84-B87**. For a list of Regulatory Bodies please turn to the next page.

**Regulatory Bodies**

|  |  |
| --- | --- |
| **Regulatory Body Name** | **Regulatory Body Code** |
| Care Commission\* | 101 |
| General Chiropractic Council | 102 |
| General Dental Council | 103 |
| General Mental Council | 104 |
| General Optical Council | 105 |
| General Osteopathic Council | 106 |
| General Teaching Council for Scotland | 107 |
| Health Professions Council | 108 |
| Nursery and Midwifery Council | 109 |
| Royal Pharmaceutical Society of Great Britain | 110 |
| Scottish Social Services Council | 111 |

 **\*Also known as the Scottish Commission for the Regulation of Care.**

If you are registered with the General Teaching Council for Scotland or Scottish Social Services Council **and** you include your registration number **and** you are applying for a Scheme Record, then a duplicate of your Scheme Record will be sent to the GTSC or SSSC, as appropriate.

If you are applying for registration at the same time as you are applying for Scheme membership and do not yet have a registration number then you should answer **B83** ‘No’ and let Disclosure Scotland have the relevant details at a later date, once you have completed the registration process.

**PART C**

**C1-C2** Please read the declaration then sign within the box and date in the following format DD/MM/YYYY.

**PART D**

**D1** Mark a cross beside ‘Yes’. If you are completing an application for a paid position in your club then please contact Disclosure Scotland directly.

**PART E**

**E1** Mark a cross beside ‘Yes’ or ‘No’. If they are new to the role they should mark ‘No’. If they have already been fulfilling the role and have an Enhanced Disclosure for this position then they should cross ‘Yes’.

**E2** Mark a cross beside ‘Yes’ or ‘No’. For all positions within the bowling club this will be ‘No’.

**E3** Fill in the full name of the bowling club e.g. SCOTLAND BOWLING CLUB.

**E5** Fill in the name of the role that the volunteer will be fulfilling. In must be one of the four following registered positions:

* CHILD PROTECTION OFFICER – PROVIDING ADVICE TO CHILDREN
* CLUB COACH (this is a qualified coach)
* JUNIOR COACHES ASSISTANT – INSTRUCTING CHILDREN (this is an unqualified coach)
* JUNIOR CONVENOR – INSTRUCTING CHILDREN

**E7-E14 DO NOT COMPLETE ANY INFORMATION IN THIS SECTION**

**E15** Mark a cross beside ‘Yes’.

**E16** Fill in the full name of the bowling club e.g. SCOTLAND BOWLING CLUB.

**DO NOT COMPLETE PART F OR PART G.**

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