**Bowls Scotland**

**Existing PVG member application**

**Guidance**

**Introduction**

You should use this form if you are already a member of the PVG Scheme and require and update for a new or current position in regulated work. If you are already a member of the Scheme for one type of regulated work (e.g. with children) and want to expand your membership to include the other type of regulated work (with protected adults), you should use this form. You should use this form to request Statements of Scheme Membership, Scheme Records and Scheme Record Updates.

You are reminded that, when you are a PVG Scheme member, –

1. Disclosure Scotland will continuously update the records they hold about you so that any new vetting information (e.g. convictions) will be added to your record as it becomes available.
2. Disclosure Scotland will notify all organisations for whom you are doing regulated work if you are placed under consideration for listing or become barred.
3. You must notify Disclosure Scotland of any change in your name or gender within three months of the change taking place.
4. You should notify Disclosure Scotland when you cease to do regulated work for an organisation. Failure to do so may lead to that organisation receiving notifications of any future consideration for listing or barring to which you may become subject.
5. You should take due care of your PVG Scheme membership number and any disclosure records or other documentation issued to you by Disclosure Scotland.

This form should be completed by any applicants who are already a member of the PVG Scheme and are going to be fulfilling a regulated work with children role in your club. They may have already joined the PVG Scheme for work or a role in another sports club. If they are already a member of the PVG Scheme they must state their membership number on this form.

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)).

**Quick Reference Guide – First time applicants**

* We recommend you use **BLOCK** **CAPITALS** to complete online form.
* Only complete the sections that are applicable to you. Don’t mark any other part of the form.

**Section 1 – About you; the individual**

**All of the fields/boxes in Section 1 are mandatory.**

**Date Submitted :** Enter date online application form completed using calendar or type in box

**Application Type:** From the dropdown menu chose either PVG – Child, PVG – Adult or PVG – Both depending on whether your application is for children only or children and vulnerable adults

**Title:** Use dropdown menu to select title

**Surname:**  Enter surname in the box

**Forename(s):** Enter your first name and any middle names

**Gender:** Enter gender using Male, Female of MX (gender neutral)

**Date of Birth:** Enter details using calendar or type in box

**PVG membership number** Enter PVG Scheme Membership number. This should be 16 digits

**Are there changes to your personal details that you have not already told us about?** Tick yes or no

**If yes for the above, please specify:** Enter new details in this box

**Section 2 – Your contact details**

**Email Address:** Enter email contact details in this box

**Home Telephone:** Enter home telephone number in this box

**Mobile number:** Enter mobile telephone number in this box

**Section 3 – Regulatory body details**

**Are you registered with a regulatory body:** Tick yes or no

**Regulatory body name/code:** From the dropdown menu chose the relevant body

**Regulatory body membership number:** Enter membership number details

**Regulatory body name/code:** From the dropdown menu chose the relevant body

**Regulatory body membership number:** Enter membership number details

**Section 4 – Declaration of applicant**

**Applicant’s signature:** Enter signature in this box

**Signature date:** Enter date of signing in this box

**Section 5 – Payment details**

**This section should remain blank**

**Section 6 – Countersignatory details and declaration**

**Will the work be carried out at the home address of applicant?** Tick No

**Organisation name:** Enter your bowling club name in full

**Position applied for:** Enter the role you will undertake at club eg, club coach, general volunteer

**Description of role: Leave this section blank**

**Sections 7 – 12**

**These sections should remain blank**