

Scottish Fencing - Disclosure checks application form - please complete and return

Name of club (employer):	
Club's British Fencing Membership Number:	
Club's Welfare Officer name:	
Club's Welfare email:	
Has the club returned a secondary organisation contract Y/N (Clubs only need to do this once - if you don't know check with your club's Welfare Officer)	
Applicant name:	
Applicant's British Fencing Membership Number:	
Do you as the applicant agree for Scottish Fencing to share information with British Fencing for the purposes of updating the Welfare Officer and Coach Register Y/N Note: we only share Certificate Number, Date and PVG Membership Number	

Clubs need to have a current membership of British Fencing

Applicants need to have a current membership of British Fencing

Title	Firstname <small>(note 1)</small>	Middlenames	Surname	Date Of Birth <small>(dd/mm/yy)</small>	Email Address <small>(note 2)</small>	Current Home Address	SRJ – App to Join SRU - Update ExSR – Exist mem <small>(Note 3)</small>	Position Applied For <small>(note 4)</small>	Employer <small>(note 5)</small>	Regulated Work with Children, Adults or Both <small>(Note 6)</small>	Will the Work Be Carried Out at Your Home Y/N	Volunteer Y/N <small>(Note 7)</small>	ID Verification List items checked <small>(Note 8)</small>

Notes:

1. Your name needs to match your ID - so for example hyphens need to match passport/drivers licence and so on
2. This is the address Disclosure services/Volunteer Scotland will contact you on - please use an email address you check regularly
3. Scheme Record to join (SRJ) – You are joining the scheme for the first time
 Scheme Record Update (SRU) - You are already a member of the scheme for the regulated work group you select below (child/adult/both)
 Existing Member Scheme Record (ExSR) - You are already a member of the scheme but not a member for the regulated work group selected in previous checks
4. Position Applied for: - fencing coach/welfare officer/parent helper
5. Employer - the name of your club. Before returning this form please check your club has completed and returned a secondary organisation contract - Scottish Fencing will need this to process your check
6. If you are not sure which group to select please refer to Volunteer Scotland information (it is unlikely to be adult or both - so please refer to Volunteer Scotland guidance see links below)
7. If you are not a volunteer you will need to pay for your disclosure check
8. For your ID check Scottish Fencing (or your club's Welfare Officer) will need to check three forms of ID, one which is photographic, one which has your current address and one other. (passport/drivers licence/current utility bill are ideal) If you club's Welfare Officer completes the ID check they need to complete and return an ID coversheet which clubs can find on the scottish-fencing.com website

Use this link to read Volunteer's Scotland checklist to decide whether your role is with children	Click here
Use this link to read Volunteer's Scotland checklist to decide whether your role is with vulnerable adults	Click here