



# Lads Need Dads

*Equipping, Engaging and  
Inspiring Young Men*

## Application for **Part-time Outreach Coordinator**

Lads Need Dads is a Community Interest Company, Limited by Guarantee.  
Registered in England & Wales. Company No. 9626924

This form may be completed and returned digitally, or printed and completed by hand and returned via post.

### Personal Details

Surname:  Forename(s):

Address:  Tel No. (Day):  Tel No. (Eve):

Postcode:  Email address:

Do you hold a current driving licence? Yes  No  Provisional

National Insurance No:

If you have lived at the above address less than five years, please give previous address:

Emergency contact Name:

Emergency contact number:

### Employment History (most recent job first)

Date from and to	Employer	Job title	Key achievements / main duties	Reason for leaving



## Relevant Training Courses Attended or voluntary work

Organisation or training course	Dates to/from	Description of role / training

## Tell us why you are suitable for the role of Outreach Coordinator

**Referring to the Job Description and Person Specification, evidence why you are suitable for the role of Recruitment and Events Fundraising Coordinator – Please continue on a separate piece of paper if necessary.**

The information you provide in this section will be essential in assessing your application. Please use this space to evidence your skills and experience against the job description provided and the Person Specification. We operate a scoring system for short-listing so ensure you read both the job description and Person Spec and evidence in the space provided examples of how you meet the application criteria.

## Tell us why you are suitable for the role of Outreach Coordinator continued

If you are completing this document by hand, please use this space if you need to.

## References

Please give the names of two persons who are able to provide references relating to your work experience / volunteer experience (if applicable) and suitability for the position. You must not be related.

<b>Name:</b>	<input type="text"/>	<b>Name:</b>	<input type="text"/>
<b>Position:</b>	<input type="text"/>	<b>Position:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>	<b>Address:</b>	<input type="text"/>
<b>Postcode:</b>	<input type="text"/>	<b>Postcode:</b>	<input type="text"/>
<b>Tel No:</b>	<input type="text"/>	<b>Tel No:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>	<b>Email:</b>	<input type="text"/>

# Safeguarding Children and/or Vulnerable Adults

Do you hold a current enhanced DBS check? Yes  No

Have you had any personal contact with Social Services/Social Work Department or NSPCC in connection with children in your care? Have any of your children been subject to a child protection, child in need plan or common assessment framework (CAF)? If yes please explain below:

## Rehabilitation of Offenders Act 1974 – Disclosure of Criminal Convictions

All roles at Lads Need Dads will be subject to criminal record checking via the Disclosure and Barring Service (DBS) and we therefore recommend that you are open and honest from the outset of the recruitment process. You will be asked to disclose all convictions.

### Do you have any unspent criminal convictions?

(An unspent conviction is any conviction that you received a custodial sentence of 2 years or more).

Yes (Please tell us below:)  No  Unsure  We recommend you contact NACRO ([www.nacro.org.uk](http://www.nacro.org.uk))

Date:	Offence:	Sentence:

### Have you any charges pending at present?

Yes (Please tell us below:)  No

Date:	Offence:

Note: Spent convictions, as defined below, should be included as this role works with children.

Sentence	Rehabilitation period with effect from 10 March 2014
6 months to 2 years imprisonment/youth custody/corrective training.	Four years from the date upon which the sentence is completed.
Less than 6 months imprisonment.	Two years from the date upon which the sentence is completed.
A fine.	One year from the date the fine was imposed.
An Absolute discharge.	No rehabilitation period.

If you have been sentenced to more than 2 years in prison, that conviction can never become 'spent'.

If you have any doubts about whether you have to declare a previous conviction you should contact your local Probation Office, NACRO, Citizens' Advice Bureau or your Solicitor.

## Safeguarding disclaimer

This voluntary role involves working closely with young people. The volunteering in the community aspect of this role means you may come into contact with vulnerable adults. We are therefore unable to consider applicants who:

- Have an unspent conviction
- Are currently under police investigation
- Are on the children and vulnerable person's barred list (you are barred from working with young people and vulnerable adults)

Please acknowledge as appropriate:

Are you currently under police investigation? Yes  No

Do you have any unspent criminal convictions? Yes  No

Do you have any police cautions Yes  No

Are you on the child / vulnerable adult barred list? Yes  No

If you have ticked YES for any of the above questions, please provide further information:

I give permission for Lads Need Dads to carry out criminal record checks at enhanced level with the appropriate agency, (once at DBS stage).

I understand that my National Insurance number, passport and/or drivers license may be required for identification purposes.

As you will be completing an Enhanced Disclosure form detail of any criminal convictions or cautions found will be passed onto Lads Need Dads, therefore it is important that you highlight any issue we need to be aware of on your application form.

### Please sign and date this Declaration

To the best of my knowledge and belief the information given in this application is accurate. I understand that if I deliberately give false information, if I am appointed and this is found out, my voluntary position could be ended immediately.

Signed:

Date:

If returning this document digitally, ticking this box qualifies as your signature to confirm the above statement.

Please ensure all fields are completed before returning the form.

If you have a C.V, please include with your application, or send separately.

To return the form digitally, please click the button below.

If you are completing a hard-copy, please return your completed and signed application to:

**Lads Need Dads**  
**Room 4**  
**Imperial House**  
**20-22 Rosemary Road**  
**Clacton-On-Sea**  
**CO15 1NZ**

Clicking the button will open a message in your default email software or your web email provider with the completed form attached. Not all systems are compatible with this functionality, in which case you can save the form to your computer and attach to an email manually. Alternatively you can print the completed form and send by mail.

Alternatively you can scan and email your completed form to:  
**info@ladsneeddads.org**