

NATIONAL  
SPORTS  
ASSOCIATION

VOLUNTEER APPLICATION FORM

(Sample)

The National Sports Association is now accepting applications for volunteers and officials in a variety of roles. The successful candidates will need to be available to the duration of the period from xxxx date to xxxx date. Successful applicants will be required to work an average of xxx hours per week. This will fluctuate based on the activities of the Association.

Volunteers will be required to:

1. Ensure the health and safety of all athletes.
2. Adhere to all the rules of the sport.
3. Adhere to all of the Association's rules, regulations, policies and procedures.
4. Punctual, reliable and trustworthy.
5. Ensure that best practice is adhered to.
6. Report to the Child Protection Officer, Technical Director or President as required.
7. Assist in maintaining a high standard of professionalism.
8. Have a positive attitude, be motivated and have an organized approach to work.
9. Adhere to the Child Abuse Prevention Policy.

**Please complete the following application form. Incomplete forms will not be processed.**

**All information received will be treated confidentially.**

**Positions will only be offered after receipt of all supporting documents and all due diligence have been carried out.**

**The completed application form must be accompanied by the following documents:**

**For officials under the age of 18 years:**

- Two character references from a professional person in the Cayman Islands who is a non-family member. The reference provider must have known the applicant for a minimum of five years. Professionals include: Teachers, Justices of the Peace, Senior Public Servants, Doctors, Lawyers and or Members of the Legislative Assembly. For those who have been resident in the Cayman Islands for less than five (5) years, at least one reference must be from a professional in their last place of residence and have known the applicant for at least five (5) years.
- A clearance from the DCFS dated within the last six months confirming that the applicant has not been or is not now the subject of any inquiry that would suggest that he or she poses a safety risk in working with children.

**For adult officials over the age of 18:**

- A police clearance certificate for working with children dated within the last six months.
- Two characters references from a professional person in the Cayman Islands who is a non-family member. The reference provider must have known the applicant for a minimum of five years. Professionals include: Teachers, Justices of the Peace, Senior Public Servants, Doctors, Lawyers and or Members of the Legislative Assembly. For those who have been resident in the Cayman Islands for less than five (5) years, at least one reference must be from a professional in their last place of residence and have known the applicant for at least five (5) years.
- A clearance from the DCFS dated within the last six months confirming that the applicant has not been or is not now the subject of any inquiry that would suggest that he or she poses a safety risk in working with children.
- In addition, for adults who, after attaining the age of eighteen(18) years, have lived in a jurisdiction other than the Cayman Islands for more than six months:
  - A criminal record/police clearance certificate dated within the last six months from that jurisdiction; and
  - The NSA must conduct a check of the sex offenders' registry in that jurisdiction where such a registry exists and is available to the public.

**For visiting officials and volunteers:**

- A clearance document from the relevant international governing federation of the sport or the International Olympic Committee. Where such a clearance may not be available, the NSA must satisfy itself that the visiting officials and volunteers are suitable for working with children by obtaining appropriate background information and references.

## Section A: Personal Details

Full Name: \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

Photograph (please affix a recent passport size photograph in the space below):

Current Address:

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

Previous Address: \_\_\_\_\_

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

How long have you lived at current address?: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Section B: Education

Education Profile: \_\_\_\_\_

School/Institution: \_\_\_\_\_

Dates Attended (dd/mm/yyyy): \_\_\_\_\_

Courses Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

School/Institution: \_\_\_\_\_

Dates Attended (dd/mm/yyyy): \_\_\_\_\_

Courses Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Qualifications: \_\_\_\_\_

Awarding Body: \_\_\_\_\_

Year: \_\_\_\_\_

Qualification Details: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Awarding Body: \_\_\_\_\_

Year: \_\_\_\_\_

Qualification Details: \_\_\_\_\_

## Section C: Experience

Describe your previous sporting experience:

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Describe your previous coaching experience:

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Explain why you are suitable to be a volunteer with the National Sporting Association:

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What area of volunteering are you most interested in assisting in?

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Which age group of athletes do you prefer to work with and why?

First preference:

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Second preference:

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## Section D: Criminal Background

Have you ever been convicted of a criminal offence? (Circle one): Yes / No

If yes, please complete the following questions:

<u>Charge:</u>	<u>Date:</u>	<u>Sentence:</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Are you currently under investigations for any alleged criminal offence? (Circle one):  
Yes / No

If yes, please describe the allegations:

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Have you ever been asked to leave an organization working with children before? Circle one:  
Yes / No

If yes, please state which organization and why:

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## OTHER INFORMATION

Is there any other information not included above that the NSA ought to be aware of when considering your suitability to work with children? (Circle one): Yes / No

If yes, please explain:

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The following items which are applicable to me have been included with this application:

Two character references from a professional person

A clearance certificate from the DCFS dated within the last six months

A police clearance certificate for working with children dated within the last six months

A police clearance certificate from an overseas jurisdiction dated within the last six months

A clearance document from the international governing body of the relevant sport or the Olympic Committee of my originating jurisdiction

**I certify that the above information is true and correct to the best of my knowledge and I accept that false information may lead to the termination of services with the National Association.**

In signing this document, I give authority to the NSA to contact my references.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print name:** \_\_\_\_\_