



## **WELCOME AND EXPLANATION SHEET.**

Thank you for responding to our advertisement. Please read this sheet carefully, before you begin your application.

The application pack contains 5 items: this sheet and an induction package of 3 pages; then, for completion by you: an application form, a Church on the Bus GDPR form for Data Protection and a DBS Confidential Declaration form.

If you wish to have face to face contact with guests on the bus, you will need to fill in all 3 of the forms. If you intend just to make sandwiches and bring them to the bus, or just to bring flasks of water and milk and not stay for the bus session, there is no need to fill in an application form and DBS form, just the GDPR form. We will then put you in touch directly with the person who does the sandwich and flasks rotas.

After you have submitted your application, we will contact your referees. During this waiting time, the Trustees will ask you to attend an informal interview, during which you will have your ID checked, as part of the DBS process. In order to ensure that this check goes smoothly, please bring the following items:

1. Photographic evidence (passport or photo-card driving licence)
2. Proof of date of birth (passport, birth certificate, or other)
3. Proof of address (passport, driving licence or utility bill)
4. Proof of National Insurance number (NI card, wage slip, letter from DWP)

The DBS forms go to the Diocese of Derby for screening. When that process is complete, the Diocese will send you a link to the DBS website, with a unique code for you, which you then use to access the actual DBS website, where you have to do a DBS application on line. This takes about 30 minutes and the questions are similar to the ones you answered before on the paper form. Then, after a short time you will receive the green DBS clearance certificate, which means that the Trustees can invite you to begin volunteering, if the interview and references have been satisfactory.