

Version 3  
March 2017

# ADULT INFORMATION FORM



[scouts.org.uk](http://scouts.org.uk)

Role Applied for

(Some roles have a minimum membership requirement)

Member

Associate Member

Scout Group/District

Non Member

**Qualifications and Skills** (this information is not required to complete the appointment process and can be completed online later)

Please list the qualifications and skills that you are able to bring to Scouting.

**Hobbies and Interests** (this information is not required to complete the appointment process and can be completed online later)

Please list any hobbies or interests that you may wish to share within Scouting.

**References** (not required for Scout Network and other specific roles; see POR in the appointments chapter)

Please add details of two people to act as referees who are known to you and who can be contacted by email. The referees should preferably have knowledge of your work or contact with young people, and should be able to comment on your character and relationships with others. At least one referee should have known you for at least five years and one of the referees must not be from Scouting. Referees must not be relatives. Examples of referees include your employer, college tutor etc.

Name	<input type="text"/>
Relationship	<input type="text"/>
Email	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Phone Number	<input type="text"/>

Name	<input type="text"/>
Relationship	<input type="text"/>
Email	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Phone Number	<input type="text"/>

This form is to be used by any person over 18 years of age who wishes to help with Scouting, or become a member of Scout Network.

The form is designed so that the information is collected in the correct order to help input the data onto Compass, The Scout Association's online membership system.

Your personal data will be stored on Compass to support your application process and your current and potential future involvement in Scouting. It is also kept for monitoring purposes. Some information is considered sensitive personal data under the Data Protection Act 1998 and as such will be managed as required under the act. Further information can be found at [scouts.org.uk/dataprotection](https://scouts.org.uk/dataprotection)

## Ethnicity and Religious Information

This information is requested by The Scout Association to help in monitoring its membership. The data will help the Association in understanding the makeup of the membership; monitoring progress against its inclusivity objective, and prioritising development work both nationally and locally, and will identify and help Leaders meet any specific needs of individuals.

You can update your personal information on Compass, after registering, at any time.

Once the information has been added to Compass, this form will not be retained.

**Please complete in block capitals. Yellowed out boxes are compulsory fields on Compass.**

Title	<input type="text"/>
Surname	<input type="text"/>
Previous Surname	<input type="text"/>
Forename(s)	<input type="text"/>
Date of Birth	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Gender	<input type="text" value="M"/> <input type="text" value="F"/>
Postcode	<input type="text"/>
Member Number (if known)	<input type="text"/>
Known as	<input type="text"/>
Nationality	<input type="text"/>

**Ethnicity** (please tick appropriate box; recorded for statistical purposes)

White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other White background

Mixed/multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed/multiple ethnic background

Asian/Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Black/African/Caribbean/Black British

- African
- Caribbean
- Any other Black/African/Caribbean background

Other ethnic group

- Arab
- Other
- Prefer not to say

**Religion or Faith** (please tick as appropriate; recorded for statistical purposes)

- Buddhist
- Christian (all denominations)
- Hindu
- Jewish
- Muslim
- Sikh
- Any Other Religion
- No Religion
- Prefer not to say

Date of Joining Scouting

**Other Information**

Honours (MBE, JP, BEM)

- Occupation
- Employed
  - Unemployed
  - Retired (whether receiving a pension or not)
  - Student
  - Looking after home or family
  - Long-term sick or disabled
  - Other

Occupation Details

Gift Aid  
Gift Aid information for the HMRC is not collected using this adult information form. It should be recorded in a suitable format, such as the form that can be found in the Members Area of [scouts.org.uk](http://scouts.org.uk), in the fundraising section.

**Contact Information**

Address

Town

County

Postcode

Country

**Email Addresses** **At least one email address must be provided** (Please indicate in the small box which email is your primary contact)

Home

Work

Other

**Telephone Numbers** (Please indicate in the small box which phone number is your primary contact)

Home

Mobile Number

Other

Social Media username (Facebook, Twitter, Google+)

**Communications Preferences**

The Association, at all levels, will use your details to contact you with information relevant to Scouting.

Additionally, from time to time we would like to contact you with details of news, products, offers and services from The Scout Association and local Scouting in your area (Group, District etc).

**Let us know if you would prefer not to receive information about any of the following:**

I **do not** wish to receive details:

- about Scout Activity Centres and campsites
- of events and fundraising opportunities
- from Scout Shops Ltd
- regarding insurance for Scouting

Contacting you with the above information will support Scouting activities. All profits go straight back into Scouting to support the development of our leaders and growing Scouting around the UK, including areas where young people do not currently have the opportunity to join.

**Partners or Third Parties**

We may also have information, offers and opportunities for Scout members and supporters from carefully selected third parties or organisations that the Association may partner with.

- I am happy to receive information about third party or partner organisation offers and opportunities

The Scout Association will not transfer or sell your personal details to any third party organisations without consent or as required by law. Please note: You can amend your communications preferences online by editing your profile on Compass at any time.

**Additional needs/Disabilities** (please tick those as necessary and provide details)

Developmental

Injury

Learning

Medical

Mental health

Progressive

Sensory

**Guidance**

- Developmental – ADHD/ADD, Autistic Spectrum Disorder, Dyslexia, Dyspraxia, Other
- Injury – Body, Brain
- Learning – Spina Bifida, Down’s Syndrome, Other
- Medical – Allergies, Arthritis, Asthma, Diabetes, Epilepsy, ME/Chronic Fatigue, Other
- Mental Health – Bipolar, Depression, Eating Disorder, self-harm, Other
- Progressive – Muscular Dystrophy, Other
- Sensory – Hearing, Vision, Other

## Declarations

### Applicant Declaration

Please note, by signing this form you will, as appropriate, accept, confirm and declare all the matters under this section. If you do not agree with any one of the items below, do not sign this form. For advice, please contact your line manager or the Scout Information Centre (0345 300 1818, 020 8433 7100 or [info.centre@scouts.org.uk](mailto:info.centre@scouts.org.uk))

#### 1. Acceptance of Scouting values and Association rules

By signing this application, I confirm that I:

- accept the values of Scouting as set out in the Purpose and Values (please see the publication, The Adventure Starts Here);
- have received a copy of Young People First: Safeguarding – Code of good practice (known as the 'yellow card') and accept and understand that the aim of the Child Protection Policy is to safeguard the welfare of all Members by protecting them from neglect and from physical, sexual and emotional harm;
- am prepared to make the Scout Promise (where appropriate – if you are unsure please contact your line manager or the Scout Information Centre);
- agree not to promote any beliefs, behaviours or practices that are not compatible with the values of Scouting;
- agree to abide by the policies and rules of The Scout Association
- accept that Scouting is a uniformed organisation
- accept the requirement to undertake the appropriate learning and/or training within the timescale as laid down by The Scout Association
- am subject to a check made against records at Headquarters and certain roles will be required to undertake a Criminal Record Disclosure check.

#### 2. Data Protection

As a registered Data Controller, The Scout Association is committed to the Data Principles of the Data Protection Act 1998.

By signing this application, I agree to The Scout Association during and beyond my Membership or involvement with the organisation:

- Retaining my personal data to facilitate any present or potential future involvement with Scouting;
- Retaining personal data regarding my religion, special needs/disabilities, ethnicity, medical information and/or commission of offences or alleged offences
- Carrying out checks into my suitability to carry out a role in Scouting, including obtaining references and a criminal record check (if relevant).

#### 3. Trustee Declaration

Note: this declaration only applies to you if your role requires you to be a Charity Trustee. This includes:

- Chairs, Secretaries and Treasurers of Executive Committees
- County Commissioners
- District Commissioners, District Explorer Scout Commissioners, Youth Commissioner, Scout Network Commissioner
- Group Scout Leaders, Assistant Group Scout Leaders
- Section Leaders, who opt to be on the Group Executive Committee at the AGM (but not Assistant Section Leaders or Section Assistants)
- Nominated, Elected and Co-opted Members of Executive Committees

By signing this form I declare that I:

- have not been convicted at any time of an offence involving dishonesty or deception (please note, you do not have to declare any conviction here which is regarded as 'spent'); and
- am not currently declared bankrupt (or subject to bankruptcy restrictions or an interim order) or have an individual voluntary arrangement (IVA) with creditors, and;
- am not disqualified from being a Company Director; and
- have not failed to make payments under County Court Administration Orders; and

For England and Wales

- have not at any time been removed by the Charity Commission for England and Wales or by the court in England or Wales from being a Trustee due to misconduct.
- am not disqualified from being a Trustee by an order of the Charity Commission for England and Wales under section 181A of the Charities Act 2011.

For Scotland

- am not disqualified from acting as a Charity Trustee (see sections 69 and 70 of the Charities and Trustee Investment (Scotland) Act 2005)

I have read and understood the Applicant Declaration, Data Protection and Trustee Declaration

Signature

Print Name

Date

**Once you have completed this form,  
please pass it to your line manager.**

Should you require any support with the completion of this form, you can contact your leader, line manager or the Scout Information Centre on **020 8433 7100, 0345 300 1818**

or by email **[info.centre@scouts.org.uk](mailto:info.centre@scouts.org.uk)**  
Scottish Headquarters on **01383 419073**  
or Northern Ireland Headquarters on **028 9049 2829**