**Captains’ Recommendation Form**

**Name of person who wishes to become a Leader:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I have met with the above-named person who wishes to take on a leadership role in The Girls’ Brigade Ireland. We discussed the following:

* Responsibilities of the role they wish to undertake
* Expectations of the Company of them as a leader
* Their previous experience of youth work, their interests, and skills

I wish to recommend the above-named person to be a leader in my Company subject to completion of the recruitment procedures and appointment by the National Board.

I have compared the photocopies of identification enclosed with the originals and can confirm that these are true copies.

Captain’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration to be signed by the proposed leader**

There is great responsibility involved in working with children and young people, and the need to ensure their safety. Therefore, we ask you to sign the following declaration:

I declare that I have not been involved in any activity which would abuse a child, either physically, emotionally, or sexually.

Proposed Leader’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disclosure to be signed by the proposed leader**

Have you ever been convicted of a criminal offence involving physical or sexual assault or are at present the subject of such criminal charges? YES / NO

If the answer is yes, the Child Safeguarding Team will discuss the matter with you in the strictest confidence to see if it affects your suitability to work with children or young people.

Proposed Leader’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Referees**

Please supply the details of two people that can be contacted to supply a reference in support of your application (e.g. employers, church leaders, or people who know your character).

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name: |  |  |
| Phone Number: |  |  |
| Email Address: |  |  |
| Relationship to you: |  |  |

**Checklist before submitting documents to HQ:**

Sportlomo

* Register for a trial membership on Sportlomo (if joining GB for the first time)

Captain’s Recommendation Form

* Captain has signed
* Proposed Leader has signed Declaration & Disclosure
* Details of Referees are provided

Garda Vetting Invitation Form

* All sections are filled in clearly
* Consent box at the end is ticked
* Signed with today’s date

Identification

* Photocopies of at least two forms of identification are enclosed
* ID adds up to 100 points on the checklist
* Captain has signed the back of the ID photocopies