



## Jon Clifford's Tristar Boys' FC

Founder: Jon Clifford  
Chairman: Davy Thompson  
Secretary: Gregory Parke  
Address: 53 Cashelmore Park, Derry, BT48 0RU  
Email: [info@tristarboysfc.com](mailto:info@tristarboysfc.com)  
Mob: 07740587229 [www.tristarboysfc.com](http://www.tristarboysfc.com)  
Charity Registration No: NIC100266

# Coach Application Form

Passport Photo  
Required

(\*Please Delete as appropriate)

### Personal Details

<b>Full Name:</b>		<b>Title: (Dr/Mr/Mrs/Miss/Ms)</b>
<b>Volunteer Role</b>		
<b>Address</b>		
<b>Post Code:</b>		
<b>Contact Number Home:</b>	<b>Mobile:</b>	
<b>Email Address:</b>		
<b>Place of Birth</b>	<b>Date of Birth</b>	
<b>Job Title</b>	<b>Place of Employment</b>	
<b>If the answer to any of the following questions is YES, please give further details below.</b>		
<b>Have you any disability?</b>	<b>* Yes / No</b>	
<b>Are you a registered disabled person?</b>	<b>*Yes / No</b>	
<b>Have you a serious illness?</b>	<b>*Yes / No</b>	

### Coaching / Teaching Qualifications

Please list any Coaching/Teaching Qualifications you have and the dates in which they were undertaken. Please include any Child Protection and Emergency Aid qualifications in this section. You will be required to supply a photocopy of the certificates for verification.

<b>Date of Qualification</b>	<b>Level</b>	<b>Sports / Activity</b>



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### Coaching History

Begin with the current / most recent post.

Dates		Club/Association	Sport	Details of Responsibility
From	To			

### Motivation

Please give your reasons for wishing to join Tristar Boys'FC. Include any experience or personal attributes you have which you feel would be relevant, or which would support this application.

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### Footballing History

Please give some details of footballing history, teams you've played with, level of football, etc.

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### References

Please provide names and addresses of two persons (other than relatives) from who references may be obtained. Where possible one must be a present or last employer or someone who can comment on your character.

Referee 1	
Name:	
Position Held:	
Address:	
Post Code:	
Referee 2	
Name:	
Position Held:	
Address:	
Post Code:	



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### Criminal Offences

#### Have you ever been convicted of a Criminal Offence? \*Yes / No

Answering YES does not automatically bar you from employment

If you answered YES please give particulars (offences, judgment and date):

#### Is there any reason why you cannot work in regulated activity? \*Yes / No      Date:

Answering YES does not automatically bar you from employment

If you answered YES please give particulars (offences, judgment and date):

### Police Check

In order to fulfil our responsibilities in relation to the protection and safeguarding of children, it is mandatory for a full Police check to have been carried out on anyone who takes up coaching with Tristar Boys' FC.

#### Do you consent to an Access NI check? \*Yes / No

#### Access NI application needs to be completed before any contact with kids!

All applicants should be aware of the Access NI Code of Practice. A copy is made available on the Tristar website under 'Documents' and can found on the Access NI website at the following link:-

<http://www.nidirect.gov.uk/index/information-and-services/crime-justice-and-the-law/accessni-criminal-recordchecks/accessni-employers/accessni-registered-bodies.htm>.

Recruitment of Ex-offender policy is also available on request.

### Declaration

I declare to the best of my knowledge and belief the information in this application form be true.

By signing this document, I agree to the following:

- I agree to uphold the Ethos of Tristar Boys' FC, and coach according to that Ethos, of 'long term development', rather than 'win at all costs'.
- I agree that I have read, understand and will abide by the Club Policies as stated above.
- I agree to be at the training ground at least 15minutes before every session is due to start.
- I agree to have sessions prepared in advance.
- I agree to only using Tristar approved equipment.
- I agree to provide photographic ID with this application as detailed by AccessNI below.

**Signature:**

**Date:**

The Information provided on this application form will be used for administration and maintenance of your membership as a coach with Tristar Boys' FC and to inform you of any relevant forthcoming events/courses which may be of interest to you.

Your information will be processed in accordance with the Data Protection Act 2002 and will not be disclosed to any third parties outside the organisation, other than where we are requested to disclose the information under statutory provision or are permitted by law. Your personal details will be removed and destroyed when membership has ceased or is no longer relevant.

You have the right to see copies of the information that we hold about you and correct any errors. Should you wish to see a copy of the records relating to you, please contact the Club Secretary at [info@tristarboysfc.com](mailto:info@tristarboysfc.com)



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For Official Use: Induction Check		
Explanation of Induction		Received a copy of the Club Volunteer Policy
Introduction to Club members		Received a copy of the Club Health & Safety Policy
Received a copy of the Club Risk Assessment		Committee Awareness
Received a copy of the Club Codes of Conduct		Awareness of Training opportunities
Received a copy of the Club Constitution		Expenditure / Costs / Collecting fees
Received a copy of the Club Child Protection Policy		Received all other Policies

### Official Use Only

	Date Received	
Photo		
Induction Undertaken by:		
Ethos and codes of Conduct explained by:		
Explanation of coaches role by:		
Explanation of Committee members by:		
Contacts list supplied?		
Copy of coaching qualifications		
Copy of First Aid / Emergency Aid		
Membersip Fees paid		
Tristar Boys' FC	APPROVED	REJECTED



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## Access NI Applicant instructions

1. Go to [www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body](http://www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body)
2. Select the **green** button to Apply for an **enhanced check** through a registered body.
3. Register your account by creating a user ID and password [keep these details safe as you will need them to track the progress of your case]. Access NI will send you an email for verification purposes.
4. Once you have successfully logged in, you will be taken to the on-line application.
5. Enter the Lead/Counter signatory Number - **8006215230** **Signatory will be Gregory Parke**
6. Enter the PIN number below:  

5	6	0	3	9	8
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7. Complete the remainder of the form and click on **confirm and proceed** to finish the on-line process.

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## Identity validation

All applicants must provide a minimum of 3 documents and the documents must be original not copies. Applicants can follow one of two routes;

### Route 1

An applicant must provide;

- 1 document from Group 1; and  2 further documents from Group 1 or Group 2a or Group 2b

At least one of the documents must show the applicant's current address.

### Route 2

This applies only where an applicant does not have Group1 documentation. The applicant must provide;

- 4 documents from Group 2a and 2b

One document must be a birth certificate issued after the time of birth. One document must show the applicant's current address



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Where an individual cannot meet these requirements you should contact AccessNI on 0300 200 7788. You may be required to seek an external validation check from a commercial organisation and/or the applicant may have to attend a police station to have their fingerprints taken.

For all applicants who require an AccessNI check for employment purposes, the countersignatory declaration has been amended. A signatory must now, in addition to checking the applicant's identity documents confirm the employing organisation has checked the individual has a right to work in the UK.

For overseas applicants please refer to the appropriate sections of the "guide to identity checking for AccessNI applications".

### Group 1: Primary identity documents

Document	Notes
Passport	Any current <u>and</u> valid passport
Biometric Residence permit	UK
Current driving licence photocard (full or provisional)	UK, Isle of Man, Channel Islands, Republic or Ireland or any EEA country
Birth certificate issued at time of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Long form Irish birth certificate issued at time of registration of birth	Republic of Ireland
Adoption certificate	UK, Isle of Man or Channel Islands



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### Group 2a: Trusted government documents

Document	Notes
Birth certificate issued after time of birth	UK, Isle of Man, Channel Islands or Ireland
Marriage/Civil Partnership Certificate	UK, Isle of Man, Channel Islands or Ireland
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man
Electoral ID card	Northern Ireland only
Current driving licence photocard (full or provisional)	All countries outside the EEA
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Immigration document, visa or work permit	Issued by a country outside the EEA – valid only if the applicant is working in the country that issued the document

All driving licences must be valid: <https://www.gov.uk/driving-nongb-licence>



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### Group 2b: – Living and Social history documents

Document	Notes	Issue date/validity
Mortgage Statement	UK or EEA	Within last 12 months
Financial statement, for example ISA, pension or endowment	UK	Within last 12 months
P45 or P60 statement	UK or Channel Islands	Within last 12 months
Land and Property Services rates demand	Northern Ireland only	Within last 12 months
Council tax statement	Great Britain and Channel Islands	Within the last 12 months
Credit card statement	UK or EEA	Within last 3 months
Bank or Building society statement	UK or EEA	Within last 3 months
Bank or Building society statement	Countries outside the EEA	Within the last 3 months – branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK or EEA	Within last 3 months
Utility bill (not mobile phone)	UK or EEA	Within last 3 months





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Benefit statement, for example Child Benefit, Pension etc.	UK and Channel Islands	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card		Must be valid
60+ or Senior (65+) SmartPass issued by Translink	Northern Ireland	Must be valid
yLink card issued by Translink	Northern Ireland	Must be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or further education college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid
Letter of sponsorship from future employment provider or voluntary organisation	Non UK or non-EEA only for applicants residing outside UK at time of application	Must still be valid