



# Application form

to apply to become an adult volunteer in the Army Cadet Force

Return your completed form to: [ACF County details to be added]

Thank you for expressing an interest in joining the Army Cadets. We now need to ask you to provide some more detailed information to help us to progress your application.

## Further information (to be completed by applicant)

Full Name

Date of birth

Address

Postcode

Telephone

Home

Mobile

Email

Are you  Male  Female  Prefer not to say

Are there any previous names you are known by? If so, please provide details

## Qualifications and skills

Please list your educational and professional qualifications

Please give details of any previous military service *if any*  
(NB: previous service is not a requirement for joining the Army Cadet Force)

Unit, Regiment or Corps and Service	Service number	Rank	Date		Role/responsibilities
			From	To	

Please give details of any former experience in the cadet forces or other youth or voluntary organisations *if any*

Organisation and Unit details	Rank	Date		Role/responsibilities
		From	To	

Please list your civilian occupations for the past five years (continue on a separate sheet if necessary)

Organisation	Job title	Date		Role/responsibilities
		From	To	

## Hobbies and interests

Please provide information on any hobbies or interests that may be relevant to your application.

## Special requirements

Do you have any specific dietary requirements? If so, please provide details:

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Most of our roles only require a moderate level of physical fitness. However, if you have any disability or mobility issues that might affect your ability to carry out duties as an adult volunteer, or that require special arrangements, please provide details:

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## Emergency contact

Please provide details of the person you would like us to contact in an emergency.

Primary contact		Alternative contact	
Name		Name	
Relationship to you		Relationship to you	
Address (if different to address above)		Address (if different to address above)	
Telephone number		Telephone number	
Mobile phone number		Mobile phone number	
Email address		Email address	

## Referees

We may wish to take up a personal character reference to confirm your suitability as an ACF volunteer.

Are you a former ACF cadet, who left the ACF less than three years ago?  Yes  No

If you answered yes, and are applying to join the same ACF county, you do not need to provide a referee.

If you answered no please give the name, address and telephone / email contact details of **two referees**. Our website provides some examples of the type of person who would be suitable to provide a reference, see: [armycadets.com/volunteer-with-us/volunteer-faqs/](http://armycadets.com/volunteer-with-us/volunteer-faqs/)

(If you find it difficult to identify two suitable referees please contact the Administrative Officer at the ACF County HQ shown at the top of this form. In some circumstances one referee may be sufficient.)

Please note that your referee/s:

- Must have known you for at least three years
- Must NOT be related to you by either marriage or birth
- Must NOT be in a personal relationship with you
- Must not live at the same address as you
- Must be over 25 years of age

Only one referee with links to the ACF is acceptable.

Name		Name	
Address and contact details		Address and contact details	
Telephone/email		Telephone/email	
Relationship to you		Relationship to you	

## Security and criminal record checks

Please note that if your initial application to join the ACF is successful then security and disclosure checks (DBS in England and Wales, PVG in Scotland and AccessNI clearance in Northern Ireland) will be requested on your behalf. Satisfactory reports will be required in order to fully complete you application.

If you have any concerns regarding these checks please mention it when submitting your application.

## Confirmation of Understanding

I understand that the Army Cadet Force is a national, voluntary youth organisation, sponsored by the Army but not part of it. The ACF's volunteers and cadets wear uniforms, proudly subscribe to the Army's values and standards and follow a similar rank structure, but being part of the ACF does not mean having to join the Army.

Please tick this box to confirm that you have read and understood the above information

## Privacy Notice

The information collected on this form will be held by the Ministry of Defence (MOD) to enable it to manage Cadet Force activities and fulfil its safeguarding responsibilities towards cadets. All information is held securely, and only accessed by authorised staff who have a legitimate need to use it, within the organisations which provide and support Cadet Force activities. The MOD will not share or use your information for other purposes without your consent, unless required by law, or in special circumstances such as child safeguarding

For more details about how your information is used, please contact the unit headquarters which gave you this form. You can also find out more about your information rights at the website of the Information Commissioner's Office - [www.ico.org.uk](http://www.ico.org.uk)

## Communications Preferences

The Army Cadet Force Association would like to be able to send you the Army Cadet Volunteer magazine and other publications to help you in your role as an adult volunteer.

Please tick this box if you are willing to receive Army Cadet Volunteer magazine and other ACF publications.

### Advertising

The ACF uses tailored advertising or 'retargeting' to target recruitment adverts at people who have visited the ACF website. To ensure that we can stop sending you digital advertising we would like to use your email information for anonymous matching processes on Facebook. This information will be deleted promptly after the match process is complete and will not be shared with third parties of other advertisers.

Please tick this box if you consent to this one-off use of your email address to ensure you stop receiving ACF advertising.

### I certify that:

To the best of my knowledge and belief the above particulars are correct and complete where applicable.

I have been informed of the volunteering agreement as a member of the ACF and, if appointed, I agree to accept them.

Date

DD/MM/YYYY

Signature