

# Membership and/or Disclosure Registration Form

Please complete in **BLOCK CAPITALS & BLACK INK** and return in an envelope marked **Confidential** to **Disclosure Service, Thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ.**

## Section A - this section must always be completed.

### Organisation details

Are you a Member already?                      YES/NO                      If YES membership number: \_\_\_\_\_

Organisation name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact Address: (This must be the address where contact can be made with the Recruiter and where post can be securely received)

\_\_\_\_\_

Post Code: \_\_\_\_\_ Tel no: \_\_\_\_\_

Email: \_\_\_\_\_

Name and Telephone Number of Senior Leader in Church/Organisation (***This must be someone other than the Recruiter or a relative of the Recruiter***)

Name: \_\_\_\_\_ Tel no: \_\_\_\_\_

Registered address (*if different from above*) \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Organisation Type (*eg Church, Charity, School etc*) & Denomination (*if church*): \_\_\_\_\_

Statutory Details (*company/charity numbers if applicable*): \_\_\_\_\_

Any previous names your organisation has been known as: \_\_\_\_\_

How did you become aware of Thirtyone:eight? \_\_\_\_\_

## Section B - Only to be completed if registering for DBS checks

**Lead Recruiter Details:**                      **PAID WORKER / VOLUNTEER** (*Delete as appropriate*)\*

Mr/Mrs/Miss/Ms/other: \_\_\_\_\_ Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Daytime tel no: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ (An email address for the Lead Recruiter is essential)

***\*If you have not deleted this as applicable we will assume you are a paid worker and charge accordingly.***

### Thirtyone:eight use only - where applicable

Org set up on EBulk	Recruiter's Acceptance sent
Invitation to Recruiter sent	Checked by
Applicant Manager set up	



### Statement by Church / Organisation

This church/organisation is responsible for appointing individuals that have regular or intense contact with children and/or vulnerable adults. In registering with the Thirtyone:eight Disclosure Service, we agree to comply with all the requirements contained in the Disclosure and Barring Service Code of Practice and other DBS procedures and processes. In particular, we confirm that we have adopted policies for the recruitment of offenders and safe storage of information in line with DBS expectations. We will not communicate, disclose or make available all or any part of confidential information to any third party.

We undertake to keep **Thirtyone:eight** informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations. We enclose:

1. Completed direct debit form to facilitate payment of my annual donation and subsequent charges. This is ESSENTIAL and should only be left blank if you have already completed one for earlier membership.
2. An Enhanced Disclosure Certificate for the proposed Lead Recruiter dated less than three years ago. (If you do not have an existing Certificate full details of the procedure for clearing you as a Recruiter will be enclosed in your membership pack.)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Lead Recruiter*

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Are you eligible for a DBS check? If so how? \_\_\_\_\_

Does your role involve you working with children or vulnerable adults at your own home? YES/NO

Please tick **ONE BOX ONLY** to indicate what introductory offer you would like to receive either:

1.  10 FREE paper DBS checks for volunteers **OR**
2.  FREE registration for Online DBS checks - If selecting this option you agree to abide by the EBulk terms and conditions found at <https://thirtyoneeight.org/statement-of-fair-processing/>

### Section C - Payment section must always be completed for new members

The annual subscription for Thirtyone:eight membership is £120.

In becoming a Thirtyone:eight member we agree to make an annual subscription of £120\*\*.

I enclose: *(please tick appropriate box)*

- Direct Debit** - our preferred method of payment and **MUST** be completed for those registering for DBS Disclosures
- Cheque/Online\*/ Phone\*** - only applicable for those **NOT** registering for DBS Disclosures

 Creating safer places Together.	<b>Instruction to your Bank or Building Society to pay by Direct Debit</b>	
Please fill in the form and send to: Thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ		
<b>Name and full postal address of your Bank or Building Society</b>		<b>Originator's Identification Number</b>
To: The Manager	Bank or Building Society	4 1 0 7 1 4
Address:		<b>Reference Number - For office use only</b>
Post Code:		
<b>Name(s) of Account Holder(s)</b>		<b>Instructions to your Bank or Building Society</b>
Branch Sort Code		Please pay thirtyone:eight Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with thirtyone:eight and, if so, details will be passed electronically to my Bank/Building Society.
Bank/Building Society account number		<b>Signature(s)</b>
		<b>Date</b>
Banks and Building Societies may not accept Direct Debit Instructions for some types of account		

\*Payment can be made by credit card online or by phone if you are NOT registering for DBS Disclosures at [Thirtyoneeight.org](https://thirtyoneeight.org) or 0303 003 11 11.

\*\*If you are unable to pay £120 subscription please contact [info@thirtyoneeight.org](mailto:info@thirtyoneeight.org)