


# New Recruiter Appointment Form (Two pages - Sections A-D)

 PLEASE COMPLETE & POST TO: **thirtyone:eight, DISCLOSURE SERVICE, PO BOX 133, SWANLEY, KENT, BR8 7UQ.**

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

### Organisation details

Membership No: \_\_\_\_\_

Church/Organisation Name: \_\_\_\_\_

Contact Address (this must be the address of the church or organisation where contact can be made with the Lead Recruiter from now onwards and where confidential information can be securely received. Please enter even if unchanged):

\_\_\_\_\_  
\_\_\_\_\_

## Section B - New recruiter details

Please tick one box:  Lead Recruiter  Recruiter

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

Forenames: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ (An email address is essential)

Daytime tel no: \_\_\_\_\_ Mobile No: \_\_\_\_\_

If this form is for a new Lead Recruiter, will the current Lead Recruiter become an additional Recruiter? YES / NO

If 'NO' which email address should we delete from our records: \_\_\_\_\_

What role do you have with children and/or vulnerable adults?

\_\_\_\_\_

I confirm that we will continue to follow the correct recruitment procedure as detailed on our website at: [thirtyoneeight.org/dbs-service/register-with-us/NI](http://thirtyoneeight.org/dbs-service/register-with-us/NI) and we will comply with the ANI Code of Practice and by the UK Data Protection Legislation and GDPR.

New Recruiters signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Section C - Enclosure Details

Please tick one of the following:

I enclose an existing original (not a photocopy) paper Disclosure Certificate for the new Recruiter issued within the last three years and a self-addressed pre-paid Special Delivery envelope for its return.

The new Recruiter named in Section B is already a Thirtyone:eight approved Recruiter and their full pin number is:

\_\_\_\_\_

The new Recruiter does not work with children or vulnerable adults for our organisation and does not qualify for an ANI check. We have therefore enclosed two signed references recommending them for the role of Recruiter.

An AccessNI check for the new Recruiter has been completed through Thirtyone:eight and the certificate was issue in the last 90 days.

Certificate No: \_\_\_\_\_ Date: \_\_\_\_\_

## Section D - Current lead recruiter declaration or senior leader declaration (if you are no longer in contact with the lead recruiter)

Please sign ONE of the following:



**1. Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

Position: Lead Recruiter

**Pin No:** \_\_\_\_\_ / \_\_\_\_\_

(Org Membership No/Date of Birth)



**2. Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Senior Leader (only for exceptional circumstances if the Lead Recruiter is uncontactable)

**Print name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

Thirtyone:eight reserves the right to contact the Senior Leader or the previous Recruiter of your organisation to confirm the changes.

Thirtyone:eight USE ONLY	
Date ____ / ____ / ____	
Sig Check	
Add Check	
Email Conf Sent	
Rec Acc Sent	
Checked	