

AccessNI New Recruiter Appointment Form



Complete all relevant sections, scan and email to Disclosure@thirtyoneeight.org

1. Organisation details

Organisation Name: _____

Membership reference number (Sent to you in your welcome email): _____

2. New Recruiter details: (select **ONE** option only)

Lead Recruiter (this is the person is our main contact) **OR** **Additional Recruiter**

Mr/Mrs/Miss/Ms/Revd/other: _____ First name(s): _____

Last name: _____ Telephone/Mobile: _____

Email: _____

Address (this must be the address where post for the Lead Recruiter can be securely received):

Declaration: I confirm that my organisation will continue to follow the recruitment procedure as detailed at <https://thirtyoneeight.org/dbs-service/register-with-us/northern-ireland/before-you-register/> and <https://thirtyoneeight.org/terms-and-conditions/privacy-notice/> and agree to abide by these polices. I confirm that our Recruiters meet the expectations for the role and that we comply with the [ANI Code of Practice](#), UK Data Protection Legislation and GDPR.

New Recruiter Signature:

Print name:
Date:

If you are adding a new **Lead Recruiter** should the current Lead Recruiter to remain as an Additional Recruiter?
(select **ONE** option only) **YES** **NO** (If **NO**, they will no longer be listed as a Recruiter)

3. Current Senior Leader and Lead Recruiter declaration

Declaration: We confirm that we have verified the identity of the New Recruiter named in Section 2 and have no hesitation in recommending them to act on behalf of our organisation to process ANI checks. To the best of our knowledge this individual has no relevant unspent convictions, are not currently the subject of any criminal investigation or pending prosecution, and there is no cause for concern regarding their conduct with children, young people or adults at risk in the context of their role within our organisation. We both confirm that the person in Section 2 is authorised by our organisation to submit applications on behalf of our organisation.

Current Lead Recruiter Signature:

Print name: _____ Date: _____

Current Senior Leader Signature:

Print name: _____ Date: _____