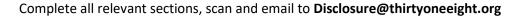
## **AccessNI Registration Form**



and adults at risk in the context of their role within our organisation



For more information and to read our full terms and conditions, or to find out more about our background checking service go to <a href="https://thirtyoneeight.org/dbs-service/register-with-us/northern-ireland/">https://thirtyoneeight.org/dbs-service/register-with-us/northern-ireland/</a>

1. Organisation details				
Organisation Name:				
Membership reference number (Sent to you in your welcome email):				
2. Lead Recruiter Details: (This is the person who will process your ANI ch	necks and act as our main contact)			
Mr/Mrs/Miss/Ms/Revd/other: First name(s):				
Last name: Telephone/Mobile:				
Email:				
Address (this must be the address where contact can be made with the Lead securely received)				
	Post Code:			
3. Senior Leader (this CANNOT be the same person as the Lead Recruiter) Leader is also acting as the Lead Recruiter for your organisation, you will be senior person here so that they are able to authorise the Lead Recruiter.	,			
Mr/Mrs/Miss/Ms/Revd/other: First name(s):				
Last name: Telephone/Mobile:				
Email:				
<b>Declaration</b> : By signing below I confirm that I have the appropriate authoris apply for membership with thirtyone:eight and have read and accept the te	, •			
I have no hesitation in recommending the person(s) named in points 2 and 3 to act on behalf of our organisation to process DBS checks. I have confirmed their identity and to the best of my knowledge they have no relevant unspent convictions; are not currently the subject of any criminal investigation or pending prosecution; and I have no cause for concern regarding their honesty, integrity, or their conduct with children	Senior Leader Signature:  Date:			

### 4. Payment details (We will send a secure link by email to set up your Direct Debit)

**5. Finance Contact Person** (e.g., Treasurer or Finance Officer)

Your membership will become active once we have received your first annual membership subscription payment. Payment is due annually and must be renewed in order to keep your membership active. Full terms and conditions can be found at <a href="mailto:thirtyoneeight.org/membership-terms-and-conditions">thirtyoneeight.org/membership-terms-and-conditions</a>

Mr/Mrs/Miss/Ms/Revd/other: First name(s):				
Last name: Telephone	e/Mobile:			
Email:				
6. Declaration statement by organisation				
This organisation is responsible for recruiting volunteer or Standard AccessNI checks. In registering with the thin	rs and/or paid workers to roles that need either Enhanced rtyone:eight Disclosure Service:			
procedures and processes, and by UK data prote	_			
<u>information</u> in line with AccessNI expectations. V any part of confidential information to any third	·			
	at <a href="https://thirtyoneeight.org/dbs-service/register-with-with">https://thirtyoneeight.org/dbs-service/register-with-with</a> thirtyoneeight.org/privacy-notice and agree to abide by expectations for that role.			
We confirm that we know of no relevant unspen	ctations for the role and we have confirmed their identity. It convictions or that they are subject of any criminal firm we that have no cause for concern regarding their			
<ul> <li>We agree to keep Thirtyone:eight informed of ar could materially affect our ability to work within</li> </ul>	ny changes in our organisation, personnel or practices which these expectations.			
<ul> <li>We have completed the Service Level Agreemen</li> <li>We have attached copies of our organisations pouse, storage, and retention of disclosure information</li> </ul>	olicy on recruitment of ex-offenders and secure handling,			
Signed on behalf of the organisation by:				
Lead Recruiter Signature:	Senior Leader Signature:			
Print name: Date:	Print name: Date:			

# Service Level Agreement Checklist



In order to register with thirtyone:eight and evidence compliance with the provisions within the Service Level Agreement at <a href="https://thirtyoneeight.org/dbs-service/register-with-us/northern-ireland/before-you-register/">https://thirtyoneeight.org/dbs-service/register-with-us/northern-ireland/before-you-register/</a>

#### We confirm that our organisation will:

Requir	ement	Yes
1.	Make all applicants (who require an AccessNI check) aware of the AccessNI Code of	
	Practice and provide them with a copy on request.	
2.	Comply with AccessNI guidelines for ID checking.	
3.	Comply with provisions in Data Protection Act 2018 and will not retain disclosure information for any longer than is required for the specific purpose.	
4.	Ensure that all applicants for relevant positions are notified in advance of the requirement for an AccessNI check.	
5.	Clarify with applicants if there is any reason why they cannot work in Regulated Activity prior to them commencing an application for an Enhanced check with a Barred List check.	
6.	Notify all potential applicants of the possible effect of a criminal record on the recruitment and selection process, and any recruitment decision.	
7.	Discuss any matters revealed in disclosure information with the person seeking the position before withdrawing an offer of employment.	

We further confirm that our organisation has the following policy documents in place, and we have enclosed copies of these:

Requirement	Yes
8. Policy on recruitment of ex-offenders.	
9. Policy on secure handling, use, storage, and retention of disclosure information.	

#### Declaration by the Lead Recruiter and Senior Leader on behalf of the organisation.

We have read and understood the information at <a href="https://thirtyoneeight.org/dbs-service/register-with-us/northern-ireland/before-you-register/">https://thirtyoneeight.org/dbs-service/register-with-us/northern-ireland/before-you-register/</a> and agree to abide by these polices.

#### Signed on behalf of the organisation by:

Lead Recruiter Signature:	Senior Leader Signature:
Print name:	Print name:
Date:	Date: