

Membership Disclosure Registration Form - AccessNI

Please complete, scan and send back to disclosure@thirtyoneeight.org

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 Email: _____

Contact Address: (This must be an address where post can be securely received by the Lead Recruiter)

Post Code: _____ Tel no: _____

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: _____

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 name your organisation has been know as: _____

How did you become are of thirtyone:eight? _____

Section B - Only to be completed if registering for AccessNI checks

Lead Recruiter details:

Mr/Mrs/Miss/Ms/Other: _____ Surname: _____

Forenames: _____

Date of birth: _____ Day time tel no: _____ Mobile: _____

Email: _____ (an email address for the Lead Recruiter is essential)

Thirtyone:eight use only - where applicable

Organisation created	Recruiter's Acceptance sent
ARE email sent	Checked by
Response received	

**thirtyone:
eight** 

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 AccessNI Code of Practice and other AccessNI 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 AccessNI expectations. We will not communicate, disclose or make available all or any part of confidential information to any third party.

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

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 and returned with this form the Service Level Agreement Check list.
2. Enclosed copies of our organisation policy on recruitment of ex-offenders and secure handling, use, storage and retention of disclosure information
3. A Disclosure Certificate for the Lead Recruiter issued within the last three years **OR** copies of two of the following items of ID (signed and certified by your senior leader confirming they have seen the original documents) - driving licence; passport; birth certificate; and either a recent utility bill or bank statement (to confirm your address) along with Two signed references (one from the senior leader) recommending you for the role of Recruiter

Signed: _____ Date: _____
Lead Recruiter

Print Name: _____ Position: _____

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

The annual subscription for Thirtyone:eight membership is £129.

In becoming a Thirtyone:eight member we agree to make an annual subscription of £129**.

(please circle appropriate option)

Direct Debit - our preferred method of payment and **MUST** be completed for those registering for Disclosures. We will send you a secure link for you to use to complete your bank details.

Cheque/Phone - only applicable for those NOT registering for Disclosure checks

Treasurer/Finance officer Details (if applicable)

Mr/Mrs/Miss/Ms/other: _____ Surname: _____

Forenames: _____

Daytime tel no: _____ Mobile: _____

Email: _____

*Payment can be made by credit card over the phone 0303 003 11 11 option 4

**If you are unable to pay £129 subscription please contact info@thirtyoneeight.org

Service Level Agreement Checklist

In order to register with thirtyone:eight and evidence compliance with the provisions within the Service Level Agreement at thirtyoneeight.org/AccessNI-before-you-apply I confirm that our organisation will:

Requirement	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.	

I 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 on behalf of the organisation.

We have read and understood the information at thirtyoneeight.org/AccessNI-before-you-apply and agree to abide by these policies.

Organisation name: _____

Lead Recruiter Name: _____

Lead Recruiter Signature: _____ Date: _____