

# New Recruiter Appointment Form



Complete all relevant sections, scan and email to [disclosure@thirtyoneeight.org](mailto:disclosure@thirtyoneeight.org)

This form is for organisations that are registered with our DBS service and who want to amend their registered Recruiter details **AND/OR** to switch from paper to online checks. *Do not complete if you are part of a Diocesan/Bespoke Scheme.*

**To amend Recruiter details complete Part A. To switch to processing checks online complete Part B. To register to submit Basic Disclosures complete Part C.**

## Part A New Recruiter details (to add or amend your existing registered Recruiter)

### 1. Organisation details

Organisation Name:

Our Membership reference Number: (Up to five digits e.g. 12345)

### 2. New Recruiter details

Recruiter level required: (Select **ONE** option only)

**Lead Recruiter** (this is the person who will process your DBS checks and act as our main contact)

or

**Additional Recruiter - Full access** (same as Lead Recruiter)

or

**Additional Recruiter - ID checker** (can only view applications requiring an ID check - **ONLINE ONLY**)

Miss/Mr/Mrs/Ms/Rev/Other:

First name(s):

Last name:

Tel/Mobile:

Email:\*



\* A valid email address is required to keep you up-to-date and compliant with any changes to DBS legislation. The same email address cannot be used for more than one person.

Address:



**For Lead Recruiters ONLY**  
This must be a valid UK address where post can be securely accepted.

Post code:

**Declaration:**

I confirm that my organisation will continue to follow the recruitment procedure as detailed at [thirtyoneeight.org/before-you-register](http://thirtyoneeight.org/before-you-register) and [thirtyoneeight.org/privacy-notice](http://thirtyoneeight.org/privacy-notice) and agree to abide by these policies. I confirm that our Recruiters meet the expectations for the role and that we comply with the DBS Code of Practice, UK Data Protection Legislation and GDPR.

I confirm that I've read the Thirtyone:eight Statement of Fair Processing and the Recruiter Agreement at [thirtyoneeight.org/statement-of-fair-processing](http://thirtyoneeight.org/statement-of-fair-processing) and understand that by signing I agree to abide by these terms and conditions.

**New Recruiter signature:**

Date:

If adding a new Lead Recruiter, would you like to change your current Lead Recruiter to an Additional Recruiter?

(please tick)  YES\*  NO (If NO, they will no longer be a registered Recruiter on our records.)

\* If YES, please select the new access level required (Select **ONE** option only.)

Full access (same as Lead Recruiter)  ID checker (can only view applications - **ONLINE ONLY**)

### 3. Current Senior Leader and Lead Recruiter declaration

 Both boxes must be signed unless the Lead Recruiter has left.

#### Declaration:

We confirm that we have verified the identity of the New Recruiter named in Part A and have no hesitation in recommending them to act on behalf of our organisation to process DBS 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 Part A is authorised by our organisation to have access to past disclosure information and to submit applications on behalf of our organisation.



**Typed signatures cannot be accepted.**

Senior Leader signature:

Date:

Print name:

Current Lead Recruiter signature:

Date:

Print name:

### Part B Switch to processing checks on online (for those currently using paper checks)



To switch from paper DBS checks to online checks, sign and date the declaration below and we'll do the rest.

#### Declaration:

I understand and confirm that I have read the Thirtyone:eight Statement of Fair Processing and the Recruiter Agreement at [thirtyoneeight.org/statement-of-fair-processing](http://thirtyoneeight.org/statement-of-fair-processing) and that we as an organisation agree to abide by these terms and conditions.

I authorise Thirtyone:eight to debit our account a one-off setup fee of **£45+VAT** to switch us from processing DBS checks by paper to online.

Signed on behalf of the organisation by:

Senior Leader signature:

Date:

Print name

### Part C Register for Basic Disclosure checks

Please tick to indicate that you would like your organisation to be able to process Basic Disclosures. (These are useful for roles that don't qualify for a standard or enhanced disclosure check.)

 Check that you've completed and signed all the relevant parts then email to us at [disclosure@thirtyoneeight.org](mailto:disclosure@thirtyoneeight.org)