

Media/Social Media Checks Registration Form



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

This form is for organisations, based in Scotland or Northern Ireland, who are members of thirtyone: eight and wish to register with our Disclosure Service to process Media/Social Media Checks. For more information and to read our full terms and conditions, or to find out more go to <https://thirtyoneeight.org/disclosure-service/register-with-us>

1. Organisation details

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

Organisation name: _____

2. Lead Recruiter Details: (who will process the checks for your organisation and act as our main contact)

Title: _____ First name(s): _____ Preferred first name(s): _____

Last name: _____ Mobile/phone No: _____ **(A contact number is essential)**

Email: _____ **(A contact number is essential)**

Contact Address (where post can be securely received by the Lead Recruiter):

_____ Post Code: _____

3. Senior Leader (this **CANNOT** be the same person as the Lead Recruiter) For organisations where the Senior Leader is also acting as the Lead Recruiter for your organisation, you will need to provide details of the next most senior person here so that they are able to authorise the Lead Recruiter.

Title: _____ First name(s): _____ Preferred first name(s): _____

Last name: _____ Mobile/phone No: _____ **(A contact number is essential)**

Email: _____ **(A contact number is essential)**

Senior Leader declaration: By signing below I confirm that I have the appropriate authorisation on behalf of my organisation register with the thirtyone: eight to process Media/Social Media checks and have read and accept the terms and conditions.

I have no hesitation in recommending the person named as Lead Recruiter to process Media/Social Media checks for my organisation. 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 and adults at risk in the context of their role within our organisation.

Senior Leader Signature:

Date:

Registration Form continued...

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

Last name: _____ Mobile/phone No: _____ (A contact number is essential)

Email: _____ (A contact number is essential)

All signatures must be originals or scanned versions, that are a true representation of your signature.