

Thirtyone:eight / Diocese of Portsmouth Disclosure Registration Form

Please complete in **BLOCK CAPITALS & BLACK INK** and return in an envelope to Theresa Winship, Diocese of Portsmouth, Peninsular House, Wharf Road, Portsmouth, PO2 8HB

Parish/benefice/cluster details

Parish/benefice/cluster Name: _____

Contact Address (this must be the address where contact can be made with the Lead Recruiter and where post can be securely received)

_____ Post code: _____

Tel no: _____

Parish Address: (if different from above):

_____ Post code: _____

Tel no: _____

1. Parish/benefice/cluster Lead Recruiter Details:

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

Forenames: _____

Date of birth: _____ Phone Day: _____ Mobile: _____

Email: _____

This is essential and is needed for secure access to the online system.

Additional Recruiter Details (Please complete if you require an additional Recruiter to assist you with ID checking):

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

Forenames: _____

Date of birth _____ Day-time Tel no: _____

Mobile Tel no: _____

Email: _____

This is essential and is needed for secure access to the online system.

Registration Form continued...

3. Statement by Parish

This organisation is responsible for appointing individuals that have regular 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 Disclosure and Barring Service Code of Practice and other DBS 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 DBS expectations. We will not communicate, disclose or make available all or any part of confidential information to any third party.

We confirm that we have read the Thirtyone:eight Statement of Fair Processing and the E-Bulk Recruiter Agreement Form (<https://thirtyoneeight.org/statement-of-fair-processing>). We as an organisation agree to abide by the terms and conditions set out in these documents in accordance with the DBS Code of Practice and by UK data protection legislation and GDPR.

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.

Signed: _____ Date: _____
(Lead Recruiter)

Print Name: _____

Signed: _____ Date: _____
(Additional Recruiter if applicable)

Print Name: _____

Signed: _____ Date: _____
(Incumbent)

Print Name: _____

Do not complete - for Diocese of Portsmouth use only.

Authorised Person:

Print Name: _____

Date: ____ / ____ / ____

Signed:

THIRTYONE:EIGHT USE ONLY		DATE RECEIVED	
REC EMAIL ON SERVS		ORG SET-UP ON EBULK	
APPLICANT MANAGER SET UP		REC APPROVAL EMAIL SENT	
ORGANISATION PASSWORD		ADDITIONAL RECRUITER ADDED	
PORTSMOUTH DIOCESE ADVISED		CHECKED	