

**Thirtyone:eight / Diocese of Chester Disclosure Registration Form**

Please complete in **BLOCK CAPITALS & BLACK INK** and return in an envelope to Liz Geddes, Diocesan Director of Human Resources, Church House, 5500 Daresbury Park, Daresbury, Warrington, WA4 4GE.

**1. Parish details**

Parish Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Tel no: \_\_\_\_\_

Parish Address: (if different from above):

\_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Tel no: \_\_\_\_\_

**2. Parish Lead Recruiter Details:**

Mr/Mrs/Miss/Ms/Revd/other: \_\_\_\_\_ Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Date of birth \_\_\_\_\_ Day-time Tel no: \_\_\_\_\_

Email: \_\_\_\_\_

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

***Registration Form continued...***

**Do not complete - for Diocese of Chester use only.**

Authorised Person:

Print Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signed: \_\_\_\_\_

### 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: \_\_\_\_\_  
(Parish Lead Recruiter)

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

Print Name: \_\_\_\_\_

<b>THIRTYONE:EIGHT USE ONLY</b>		DATE RECEIVED	
REC EMAIL ON SERVS		ORG SET-UP ON EBULK	
APPLICANT MANAGER SET UP		REC APPROVAL EMAIL SENT	
ORGANISATION PASSWORD		REC APPROVAL TEXT/CALL	
CHESTER HQ ADVSD (CC'D EMAIL)		CHECKED	