

Thirtyone:eight / Diocese of Exeter

New Recruiter Registration Form

Please complete and email to dbs@exeter.anglican.org for authorisation.

SECTION A: Parish details:

Parish Code: **9461A** _____ Parish Name: _____

SECTION B: New Recruiter Details (*Select ONE option only*):

- ☐ **Lead Recruiter** (*this is the person who will process your DBS Checks and act as our main contact*)
☐ **Additional Recruiter (Full Access)** (*same level of access as the Lead Recruiter*)

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

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

Email: _____ (**An email address is essential**)

If this form is for a **Lead Recruiter** will the current Lead Recruiter remain as an Additional Recruiter? Y/N

If 'No' please confirm who is to be removed:

SECTION C: Parish and New Recruiter Agreement:

This organisation is responsible for appointing individuals that have regular contact with children and/ or adults at risk. In registering with the Thirtyone:eight, we agree to comply with all the requirements of the Diocese of Exeter, the DBS Code of Practice and other DBS procedures and processes. 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 eBulk Recruiter Agreement <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.

New Recruiter Signature:

Print name:
Date:

Priest/Incumbent Signature:

Print name:
Date:

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