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| Bat Conservation Ireland Ltd. Safe Recruitment Policy |

**BCI is committed to establishing safe recruitment with the aim of ensuring that those appointed have the appropriate motivation and skills to undertake the work for which they are recruited and to prevent the recruitment of those who might pose a risk to children. The following policies will apply where anyone currently representing or wishing to represent Bat Consent Ireland in a role where they will work with groups of children on a regular basis.**

**Staff and volunteers wishing to act on behalf of Bat Conservation Ireland Ltd. working with children must apply in writing, undergo an interview and, where appropriate, a vetting procedure in accordance with national legislation. All staff and volunteers will be provided with induction, training and supervision.**

**Staff and volunteers**

* Must disclose any previous experience of working with children, previous criminal convictions, attempted prosecutions, allegations made against them, or of their registration as an offender, at the time of their application and if subsequent to their application, they must disclose same to their line manager as soon as possible before seeking to act on behalf to Bat Conservation Ireland Ltd.
* Must sign and date a copy of this document in acknowledgment that they have understood and accept the policies and procedures of Bat Conservation Ireland Ltd.

# Recruitment Notes for Staff and Volunteers

(Support documentation for recruitment is in Appendix XXX)

The person in charge of any Bat Conservation Ireland Ltd. activity directly involved with children has the responsibility of ensuring that proper recruitment practices, and provision for training, supervision, support of employees and volunteers, as well as review of practices, are put in place.

**The person in charge will ensure good recruitment procedures by:**

**1. Defining the role** the individual is applying for (*see Job Description template in Appendix XXX*)

**2. Ensuring that applicants complete correct application forms** - prospective employees or volunteers applying for any posts of responsibility must complete application forms (*see ‘Sample Application Forms ’ in Appendix XXX and XXX)*

**3. Obtaining proof of identity** *(see appendix XXX)*

**4. Interviewing the individual**

⦁ *Assessing the individual’s experience of working with children and knowledge of child protection issues*

⦁ *Assessing their commitment to promoting good practice*

⦁ *Assessing their ability to communicate with children, young people and vulnerable adults (i.e. be approachable). One way of doing this is to ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.*

⦁ *Examples (given by the Standards and Guidance document – resource 5)*

*- Tell us about any experiences that have been difficult for you when working with children and young people and how you handled them?*

*- Tell us how you respond to aggression or young people who are especially challenging?*

*- Tell us how you go about advising a young person about sexual matters?*

*- How would you respond to a young person who tells you that they are being abused?*

*- Tell us what you would do if a young person started sending you text messages unrelated to your work?*

**5. Obtaining two references in writing** - reference should be sought only for preferred applicants – (see sample reference form in Appendix XXX) **.**

**6. Checking for vetting procedures -** obtaining the individual’s signed permission to enable Bat Conservation Ireland to request a vetting procedure should that be required (see Appendices XXX and XXX).

**7. Obtain correct approval of the person in charge** - for any appointment, whether paid or voluntary.

**8.** **Setting a probationary period** (six months for staff and long-term volunteers).

**9. Keeping correct Records:** It is required by law that the following records must be kept for one year after the selection process has been completed: Application Forms completed by all applicants; notes on the screening process; interview notes; and a record of the final selection decisions.

**10. Knowing that young people under eighteen will not be employed** by Bat Conservation Ireland but may be accepted as volunteers, provided there is adequate supervision in place.

**11. Initial training and periodic updates** on Child Protection will be given to all personnel working/volunteering in Bat Conservation Ireland Ltd.

**12. All personnel will be jointly responsible** for ensuring that Child Protection Policies are upheld and adhered to in Bat Conservation Ireland Ltd. activities.

**13. A copy of the Child Protection Policy** will be given to all personnel and volunteers and they will be given the opportunity to look for clarity on any aspect of this.

**14. The policy is reviewed, as a *minimum*,every three years**, and is adapted whenever there are significant changes in the organisation or in legislation.

**Employee Acceptance Form**

I confirm that I adhere to the Child Protection Policy of Bat Conservation Ireland Ltd., and am prepared to participate in any training provided in this area.

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

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have never been investigated by any police force or statutory health or a previous employer in relation to substantial complaints made concerning my treatment of children. I agree to the Bat Conservation Ireland Ltd. seeking a certificate from the Garda Síochána /PSNI to the effect that I have not been the subject of an investigation, prosecution or conviction relating to the neglect or the physical, emotional or sexual abuse of children.

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

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

**Recruitment Checklist *for* Safe Recruitment, Vetting and Selection Policy**

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| --- | --- | --- |
| ***The policy needs mention:***  *Once your policy is in place, even prior to any recruitment, it is good practice to mention that you have a Child Protection Policy in place:*   * *On your web site* * *On promotional literature for activities or events* * *In any advertisements for staff* * *On application forms and recruitment literature* | ***Refer to policy:***  ***See Good Management Practice*** | ***Tick when Action is taken*** |
| ***Recruiting – Check contact with children***  *What contact with children will be involved in job?   Will the person have unsupervised contact with children or hold a position of trust?*  *What other forms of contact will the person have with children e.g. email, phone, internet.* | ***BEFORE you recruit – is there contact with children?*** |  |
| ***Defining the Role***  *Tasks & skills for the job are identified.*  *The job description refers to working with & having responsibility for children where applicable.* | ***Follow Job Description template (appendix XXX)*** |  |
| ***Key selection criteria***  *A list of essential & desirable qualifications, skills & experience.* | ***Use this to screen applicants and for interview questions.*** |  |
| ***Written application***  *All applicants been asked to supply details requested in our application form including personal details, past & current work/volunteering experience.* | ***Job Application form:- general employee (appendix XXX) or volunteer (appendix XXX)*** |  |
| ***Interview***  *Two representatives meet with the applicant to explore information contained in the application. In advance, application forms should be considered, highlighting points to raise at the interview including:*  *- The applicants attitudes towards working with children*  *- Areas that need more detail*  *- Vague statements or unsubstantiated qualifications*  *- Frequent changes of employment* | ***Interview chart – see questions in Factsheet 4*** |  |
| ***At Interview – review Declaration Form***  *Ensure applicants have signed the declaration stating ‘there is no reason why they would be considered unsuitable to work with children’.*  *Likewise ensure applicants have signed the declaration in respect of criminal convictions & pending cases against them.* | ***Has the Declaration Form been signed?***  ***Complete ‘For Official Use Only’ section of the application form.*** |  |
| ***Identification***  *Applicants are asked for photographic documentation to confirm their identity e.g. passport, drivers licence.* | ***Ask that they bring to interview - see originals (appendix XXX)*** |  |
| ***Qualifications***  *Applicants are asked for documentation to confirm their qualifications.* | ***Bring original documentation to interview*** |  |
| ***References***  *Applicants are asked to supply the names of 2 referees who are not family members & ideally who have first-hand knowledge of the applicant’s experience of work/contact with children.*  *Referees are asked specifically to comment on the applicant’s suitability to work with children.*  *References should be carried out by phone call, followed up in writing.*  *Identity of referees should be identified.* | ***You make phone check*** |  |
| ***Vetting procedures***  *Is Police Vetting required for this post?*  *Has the vetting procedure for your selected applicant been carried out? (In the R of I An Garda Siochana central vetting unit if applicable. In N.I Access vetting.)* | ***Apply for vetting*** |  |
| ***Records***  *Details are kept of the selection & induction process on the personnel file of the person appointed. References are kept on file as part of the record of the recruitment process.* | ***Keep all documentation*** |  |
| ***Confidentiality***  *Information about the applicant should only be seen by those directly involved in the recruitment process.*  *Applicants should be reassured that information about them, including information about convictions, will be treated in confidence & not used against them.* | ***Ensure all written documents are secure and comply with data protection provisions.*** |  |
| **Training**  *Incoming staff are made familiar with all the relevant provisions of this policy and related policies (Dignity at Work, Discipline, Grievance, I.T. etc.)* |  |  |

**Disclosure of Criminal Convictions and Permission for Statutory Checks for those Working with Children**

*(Please read this information carefully)*

Statement of non-discrimination:

The Bat Conservation Ireland Ltd. is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the criteria for the responsibilities attaching to the post, the nature of the offence and the responsibility for the care of existing clients and employees.

For the purposes of your application for the position of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, it is our policy to ask for a check to be carried by the relevant authorities for this task.

**Advice to Applicants:**

Please complete this form as accurately as possible and return it marked “**Confidential” in the envelope provided**. An arrangement will be made with you to discuss any clarification is required.

Thank you for your co-operation.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over by the courts. You **must** include all offences, even minor offences. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from appointment as an employee or volunteer unless the Board of the Bat Conservation Ireland Ltd. considers that the conviction renders you unsuitable. In making this decision, the Board will consider the nature of the offence, how long ago it was committed, what age you were at the time and other factors which may be relevant.

**Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order (NI only); been given the benefit of the Probation Act (ROI); or are you at present the subject of criminal investigations?**

Yes No

If so, please state below the nature, date(s) and sentence of the offence(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please provide any other information you feel may be of relevance such as:**

* the circumstances of the offence
* a comment on the sentence received
* any relevant developments in your situation since then
* whether or not you feel the conviction has relevance to this post.

|  |
| --- |
|  |

**I declare that all answers are complete and correct to the best of my knowledge and I will inform the Chairperson of the organisation of any future convictions or charges.** I consent to the check being made via the statutory authorities in which I intend to work/volunteer.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please return completed forms to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

Date application received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewed by: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

References received and are satisfactory: Yes No

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Statutory check completed & returned (if appropriate): Yes No N/A

Proof of applicant’s identification received: Yes No

Identification type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendation: Approved Reasons Not approved Reasons

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

**Proof of Identity (Republic of Ireland)**

**Please note: We are required to request you to bring proof of your identity to Interview**

The person who asked you to complete this Form (e.g. your prospective employer) must verify your identification. Acceptable identity documents are listed below. ***Please bring original documents to interview, they will be copied and returned to you immediately.***

**Valid Identification Documents:**

Three documents must be produced in the name of the Applicant; ***one from Group 1 and two from Group 2***.

It is preferred that **at least** one of these documents includes photographic identification

.

**Group 1**

⦁ Valid passport   
(any nationality)

⦁ Valid Driving Licence Full or Provisional.

⦁ Original birth certificate   
(issued within 12 months of date of birth, full or short form acceptable)

⦁ Valid photo identity card   
(EU countries only)

⦁ Adoption Certificate

⦁ Temporary residency card

**Group 2**

⦁ Marriage certificate/Civil Partnership Certificate

⦁ Non-original birth certificate (issued after 12 months of date of birth, full or short  
 form acceptable)

⦁ P45/P60 statement

⦁ Utility bill (electricity, gas, water, telephone - including mobile phone contract/bill)

⦁ Valid TV licence

⦁ Credit card statement

⦁ Store card statement

⦁ Mortgage statement

⦁ Valid insurance certificate

⦁ Certificate of nationality

⦁ Work permit/visa\*\*

⦁ Asylum Registration Card

⦁ Personal correspondence or a document from a Government Department\*

⦁ Bank or Building Society Document\*\*

⦁ Financial statement e.g. pension, endowment\*\*

⦁ Valid vehicle registration document

⦁ Mail order catalogue statement\*

⦁ Court summons

⦁ Valid Social Welfare/NHS Card

⦁ Court Claim Form

⦁ Addressed payslip\*

⦁ PPSN /National insurance number card

⦁ Examination certificate (e.g. Leaving Certificate or GCSE, NVQ)

⦁ Letter from a School Principal\*

⦁ Child benefit book

*\* documentation must be less than 3 months old*

*\*\* documentation must be issued within the last 12 months*

***Appendix XXX***

**Confidential Reference Check**

The following person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

has expressed an interest in working in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will be shared only with the person conducting the assessment of the candidate’s suitability for the post, if he/she is offered the position in question. We would appreciate your being extremely candid, open and honest in your evaluation of this person.

1. How long have you know this person?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. In what capacity?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. What attributes does this person have that would make them suited to this work?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Please rate this person on the following – please tick one box for each statement:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Poor | Average | Good | Very Good | Excellent |
| Responsibility |  |  |  |  |  |
| Maturity |  |  |  |  |  |
| Self-motivation |  |  |  |  |  |
| Can motivate others |  |  |  |  |  |
| Energy |  |  |  |  |  |
| Trustworthiness |  |  |  |  |  |
| Reliability |  |  |  |  |  |

*An Garda Siochana Use Only* **Reference No.:**

**Vetting Application Form - for Gardai, ROI**

***Note to Applicant***

⦁ The Enquiry Form must be completed in full using BLOCK CAPITALS (Please state N/A if details are not applicable)

⦁ Writing must be clear and legible

⦁ Return the completed form to ……………………………………..

⦁ Do not send this form to The Garda Central Vetting Unit or to any Garda Station

***To be completed by the Applicant***

|  |  |  |
| --- | --- | --- |
| ***Surname:*** | ***Previous Name (if any):*** |  |
| ***Forename:*** | ***Alias:*** | ***P.P.S. No.:*** |
| ***Date of Birth:*** *(dd/mm/yy)* | ***Place/City of Origin:*** |  |
| ***Have you ever changed your Name?*** | ***Yes*** | ***No*** |
| ***If Yes, please State Former Name:*** | | |

***Please state all the addresses from the year of birth to present date***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Home  No. | Street | Town | County | Post Code | Country | Year From | Year  To |
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**Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?**

YES  NO

Please provide details

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Court | Offence | Court Outcome |
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**DECLARATION OF APPLICANT**

I, the undersigned who have applied to work as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby authorise An Garda Síochána to furnish to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere, or a statement of all convictions and / or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be.

**Signature of Applicant: Date:**

|  |
| --- |
| ***To be completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Authorised Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)***  ***Please PRINT also: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |

***To be completed by the Garda Central Vetting Unit***

According to Garda records there are   
a) no previous convictions recorded against the above named applicant: **OR**b) the attached convictions appear on Garda Records **OR**c) the attached prosecutions are pending;

**NOTE:** Checks were carried out by this office based on the information supplied.

The convictions supplied may apply to the subject of your enquiry.   
 Please verify information disclosed with the applicant.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Member I/CC.V.U.)***Appendix XXX***

|  |  |
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| **Vetting Application Form - Access Northern Ireland Form** | _Pic2 |

**Disclosure Certificate Application Form**

For Access NI purposes only

|  |  |
| --- | --- |
| Reference number | _Pic3 |

**About this form**

*AccessNI’s Guide and website contain step by step instructions to help you complete this Application Form. Please visit* [*www.accessni.gov.uk*](http://www.accessni.gov.uk) *or consult the Guide.*

**Data Protection**

Information on this Form will be treated in confidence. AccessNI is registered with the Information Commissioner and data supplied by you on this Form will be processed in accordance with the provisions of the Data Protection Act 1998. The full protection statement is set out in section 1 .10 of the Guide.

**Basic Disclosures**

Applicants should complete Parts A, B and C.

**Standard and Enhanced Disclosures**

Applicants should complete Parts B and C before returning the Form to the Registered Body.

Please complete this Application Form in CAPITAL letters and use black ink. Failure to complete the Form correctly may result in a delay or the Form being returned unprocessed.

The details provided on this Application Form may be referred by AccessNI to Government data sources specified in the Police Act 1997 (as amended) for matching purposes. Where a match is found data may be released to AccessNI

for inclusion on the Disclosure Certificate. The details provided may also be used to update data source records where necessary, and they may also be used to confirm identity against external data sources using an electronic authentication product.

**Proving your Identity (Northern Ireland)**

*You will be asked to produce several documents to prove your identity.* If you are applying for a Basic Disclosure on your own behalf you will need your identification verified by a PSNI officer (D1). In all other cases the person who asked you to complete this Form (eg your prospective employer) must verify your identification. Acceptable identity documents are listed below.

**Valid Identification Documents**

Three documents must be produced in the name of the Applicant; ***one from Group 1 and two from Group 2***. If this is not possible, then ***five documents from Group 2*** must be produced. It is preferred that **at least** one of these documents includes photographic identification.

**Group 1**

⦁ Valid passport (any nationality)

⦁ UK Driving Licence Full or Provisional – England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper (a

photocard is only valid if accompanied with the paper counterpart)

⦁ Original UK birth certificate (issued within 12 months of date of birth, full or short form acceptable)

⦁ Valid photo identity card (EU countries only)

⦁ UK Firearms licence

⦁ HM Forces ID card (UK)

⦁ Adoption Certificate (UK)

**Group 2**

⦁ Marriage certificate/Civil Partnership Certificate

⦁ Non-original UK birth certificate (issued after 12 months of date of birth, full or short form acceptable)

⦁ P45/P60 statement

⦁ Utility bill (electricity, gas, water, telephone – including mobile phone contract/bill)

⦁ Valid TV licence

⦁ Credit card statement

⦁ Store card statement

⦁ Mortgage statement

⦁ Valid insurance certificate

⦁ Certificate of British nationality

⦁ British work permit/visa\*\*

⦁ Asylum Registration Card

⦁ Access NI Disclosure Certificate

⦁ Personal correspondence or a document from a Government Department\*

⦁ Bank or Building Society Document\*\*

⦁ Financial statement e.g. pension, endowment, ISA\*\*

⦁ Valid vehicle registration document

⦁ Mail order catalogue statement\*

⦁ Court summons

⦁ Valid NHS card

⦁ Court Claim Form

⦁ Addressed payslip\*

⦁ National insurance number card

⦁ Examination certificate (e.g. GCSE, NVQ)

⦁ Letter from a Head Teacher\*

⦁ Child benefit book

⦁ Smartpass

*\* documentation must be less than 3 months old*

*\*\* documentation must be issued within the last 12 months*