

Appendix 2 - New Recruiter Appointment Form – Diocese of Rochester

This form should only be completed by parishes, who are already registered with thirtyone:eight.

Please email the completed form to safeguarding.admin@rochester.anglican.org OR
Post to Diocesan Safeguarding Adviser, Rochester Diocesan Office, St Nicholas Church, Boley Hill, Rochester,
ME1 1SL.

SECTION A: ORGANISATION DETAILS

Membership No: _____ Parish name: _____

Contact Address (this must be the address of the Parish where contact can be made with the Lead Recruiter from now onwards. Please enter even if unchanged):

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/Deputy Recruiter – Full access (same level of access as the Lead Recruiter)
 Additional/Deputy Recruiter – ID Checker (can only view applications requiring an ID check)

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

Forenames: _____ D.O.B: _____

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

Mobile/Telephone No: _____ **(A contact number is essential)**

If this form is for a new Lead Recruiter will the current Lead Recruiter still remain as a Deputy Recruiter? Y/N

If 'No' please confirm the email to be deleted from our records: _____

I confirm that we will continue to follow the correct recruitment procedure as detailed by the Diocese of Rochester and we will comply with the DBS Code of Practice. 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 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.

New Recruiters Signature: _____ Date: _____

SECTION C: INCUMBENT AND DIOCESE OF ROCHESTER AUTHORISED PERSON DECLARATION

The following needs to be signed by the incumbent and the authorised person from the Diocese of Rochester:

<p>Incumbent Signature:</p> <p>Print name: Date:</p>
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<p>Diocesan authorised signatory Signature:</p> <p>Print name: Date:</p>
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