

New Recruiter Appointment Form

PLEASE NOTE: THIS FORM (SECTIONS A-C) **MUST ONLY BE COMPLETED** ONCE THE ORIGINAL LEAD RECRUITER HAS HAD THEIR REGISTRATION CONFIRMED BY THIRTYONE:EIGHT

Send the completed form: Liz Geddes, Diocesan Director of Human Resources, Church House, 5500 Daresbury Park, Daresbury, Warrington, WA4 4GE.

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

Please tick one box : Lead Recruiter Recruiter

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

Forenames: _____ D.O.B: _____

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

Day-time tel no: _____ Mobile No: _____

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 Chester 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 CHESTER AUTHORISED PERSON DECLARATION

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

Signed: _____ Date: _____ Print name: _____
(Incumbent)

Signed: _____ Date: _____ Print name: _____
Diocesan authorised signatory

THIRTYONE:EIGHT USE ONLY			
DATE ____ / ____ / ____			
SIG CHECK		REC ACC SENT	
ADD CHECK		DIOCESE CC'D	
EBULK SET-UP		CHECKED	