



Benefice of Sutton, Wincle, Wildboarclough and Bosley
www.peakparishes.org.uk

Invitation to Applicant

Dear

Thank you for your application to work with children and / or vulnerable adults in our benefice. You will now need to complete the following steps to gain Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales).

- 1 Read and return to me a signed copy of the attached Declaration.
- 2 When you have done this log on to the online DBS service to complete your STANDARD application for clearance. You need to use the following data to log on.

Your Organisation Reference is: **8286A8941**

Your password is: **BENEFICE8941**

The system can be accessed using this link: <https://disclosure.capitarvs.co.uk/ccpas/>

Select the ORANGE box to start a new application.

Please use the appropriate title for the position applied for:

- Church Children's Worker
- Church Children's Leader

The rest of the online process should be self-explanatory; however I attach a link to the user guide in case you need it - <https://thirtyoneeight.org/media/2289/ebulk-guide-for-applicants-t08.pdf>.

Don't forget that once you have completed your form online you will need to show me your identification documents.

If you need any further assistance, please feel free to contact me as your organisation's Recruiter.

Neil Wain

Parishes Safeguarding Officer

safeguarding@peakparishes.org.uk

Hawkslee House, Minn End Lane, Bosley, Macclesfield, SK11 0NZ

Tel: 01260 226131 or 07769 931186

Attach: Declaration