

## 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: envelope: Sharon Welbourne, PA to the Diocesan Secretary and the Deputy Diocesan Secretary, Diocesan Offices, The Palace, Peterborough, PE1 1YB.

### 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 Peterborough 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 PETERBOROUGH AUTHORISED PERSON DECLARATION

This section needs to be signed by the incumbent and the authorised person from the Diocese of Peterborough.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Print name: \_\_\_\_\_  
*(Incumbent)*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Print name: \_\_\_\_\_  
*Diocesan authorised signatory*

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