**Appendix 2 - 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: Safeguarding Advisor, Blackburn Diocese, Diocesan Offices, Clayton House, Walker Office Park, Blackburn, BB1 2QE.

# SECTION A: ORGANISATION DETAILS

Membership No: Parish/school name:

Contact Address (this must be the address of the parish/school 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 Blackburn 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/>[.](http://www.ccpas.co.uk/Disclosure/FairProcessing.pdf)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: DECLARATION

The following needs to be signed by the incumbent or school Head Teacher and the authorised person from the Diocese of Blackburn:

Signed:

*(Incumbent/Head Teacher)*

Signed:

*Diocesan authorised signatory*

Date: Print name:

Date: Print name:

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| --- | --- | --- | --- |
| **THIRTYONE:EUGHT USE ONLY** | | | |
| DATE / | / |  |  |
| SIG CHECK |  | REC ACC SENT |  |
| ADD CHECK |  | DIOCESE CC’D |  |
| EBULK SET-UP |  | CHECKED |  |