

## **Sample content to include in a cover sheet explaining forms used within Safer Recruitment process to applicants**

### Application Form:

This form is completed by you and captures your contact details; skills and experience in addition to details of those who can vouch for your suitability to undertake the role.

This form is viewed and retained within the Parish; Order or Organisation who are responsible for the post to which you are applying.

### ID Verification Form:

This form is initially completed by you and is part of the required ID verification process necessary to the Disclosure & Barring Service (DBS – formerly CRB) application process. This form also advises what forms of original documentation are acceptable for application purposes.

When you present your original documents and the partially completed form to the Parish/Religious Safeguarding Representative; appointed ID verifier or Counter-Signatory they will confirm what original documents you have provided to satisfy the DBS Code of Practice.

If your identify is verified by someone other than an authorised Counter-Signatory of CSAS Registered Body we will require photocopies of the documentation in addition to the completion of the summary form.

These photocopied documents are securely destroyed upon receipt of an accurate Disclosure for you from the DBS.

### Confidential / Safeguarding Self Declaration Form:

This form is a requirement of the Rehabilitation of Offenders Act 1974 and is completed by you. This form must be completed as a pre-cursor to the Disclosure Application Form as all applicants must be provided with the opportunity to voluntarily disclose any conviction or relevant information applicable to working with vulnerable groups.

The completed form and its contents are not to be shared with anyone other than the person responsible for the recruitment of the post and authorised Counter-Signatories. Due to the confidential nature of the form there is some duplication of information you have previously provided on the Application Form. This is regrettably unavoidable in order that the Church can maintain the integrity of the confidential content of this document.

### DBS (formerly CRB) Application Form:

This form is the document required by the Disclosure & Barring Service in order to process a Disclosure check.

There will be some inevitable duplication of information (for example contact details) however this form is sent to the DBS for processing and copies of this form cannot be retained by the requesting organisation.