

## Appendix 2 - New Recruiter Appointment Form – Diocese of Chichester

This form should only be completed by parishes, who are already registered with thirtyone:eight.

Please email the completed form to [Emma.Lambert@chichester.anglican.org](mailto:Emma.Lambert@chichester.anglican.org) OR

Post to: Emma Lambert, Diocese of Chichester, Church House, 211 New Church Road, Hove, East Sussex, BN3 4ED.

### 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):

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### SECTION B: New Recruiter Details (Select **ONE** option only)

**Lead Recruiter** (this is the person who will process your DBS Checks and act as our main contact)

**Additional Recruiter – Full access** (same level of access as the Lead Recruiter)

**Additional Recruiter – ID Checker** (can only view applications requiring an ID check)

Mr/Mrs/Miss/Ms/Revd/Other: \_\_\_\_\_ Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Email: \_\_\_\_\_ **(An email address is essential)**

Mobile/Telephone No: \_\_\_\_\_ **(A contact number is essential)**

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 Chichester 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 AUTHORISED PERSON DECLARATION

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

<p><b>Incumbent Signature:</b></p>          <p>Print name: Date:</p>
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<p><b>Diocesan authorised signatory Signature:</b></p>          <p>Print name: Date:</p>
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