

This form should only be completed by organisations who are already registered with thirtyone: eight and need to change Recruiters.

Please complete and email to emma.lambert@chichester.anglican.org for authorisation.

SECTION A: Organisation Details

Organisation Reference: _____ Organisation Name: _____

Contact address for invoices: _____

_____ Post code: _____

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

☐ **Lead Recruiter** ☐ **Additional Recruiter (Full Access)** ☐ **Additional Recruiter (ID Checker)**

Title: _____ First name(s): _____ Preferred first name(s): _____

Last name: _____ Mobile/phone No: _____ (*A contact number is essential*)

Email: _____ (*An email address is essential*)

If this form is for a **Lead Recruiter** will the current Lead Recruiter remain as an Additional Recruiter? Y/N

If 'No' please confirm the email to be deleted from our records: _____

SECTION C: NEW RECRUITER SIGNATURE

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 Recruiter Signature:

Print name:

Date:

SECTION D: INCUMBENT AUTHORISATION

Incumbent:

Print name:

Date:

All signatures must be originals or scanned versions, that are a true representation of your signature.