|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1: Details of Organisation** | | | | | | |
| **Name of Organisation** | | | |  | | |
| Company Registered No: | | | |  | | |
| **Registered Address** | | | |  | | |
|  | | | |  | | |
| Post Town | | | |  | | |
| County | | | |  | | |
| Post Code | | | |  | | |
| Telephone | | | |  | | |
| e-mail | | | |  | | |
| **Name of Contact** | | | |  | | |
| Position in Organisation | | | |  | | |
| Address of Contact | | | |  | | |
|  | | | |  | | |
| Post Town | | | |  | | |
| County | | | |  | | |
| Post Code | | | |  | | |
| Telephone | | | |  | | |
| e-mail | | | |  | | |
| **SECTION 2: Purpose for which disclosures are sought** | | | | | | |
| Employees | Yes / No | | | Volunteers | | Yes / No |
| Work with Children (i.e. young people under 18 years of age) | | | | | | Yes / No |
| In what capacity? | | | | | | |
| Work with vulnerable adults? (disabled, sick or elderly) | | | | | | Yes / No |
| In what capacity? | | | | | | |
| Anticipated number of disclosures per annum | | | | | |  |
| **SECTION 3: Banking details of Organisation** | | | | | | |
| Name of Bank | | |  | | | |
| Address | | |  | | | |
| Post Town | | |  | | | |
| County | | |  | | | |
| Post Code | | |  | | | |
| Sort Code | | |  | | | |
| Account Number | | |  | | | |
| Name of Account | | |  | | | |
| **SECTION 4: Payment Details** | | | | | Please indicate preferred method: a) or b) | |
| a) **By BACS** to - | | Yes / No | | | b) **By cheque** | Yes / No |
| **First Standard Ltd** | | | | | **Payable to *First Standard Limited*** | |
|  | | **Barclays Bank plc**  **Priestpopple**  **HEXHAM**  **Northumberland**  **NE46 1PE** | | | **Eastburn**  **South Park**  **Hexham**  **Northumberland**  **NE46 1BS** | |
|  | |
|  | |
|  | |
|  | |
| **Sort Code:** | | **20-40-09** | | |  | |
| **Account Number:** | | **63110281** | | |  | |

Declaration

To be completed by Director, Chairman or Recruitment Manager on behalf of client organisation.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print Name)

Hereby confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print Name of Organisation)

1. recruits people to work in positions for which it is entitled to ask exempted questions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975; and
2. requires all applicants for such posts to obtain an *Basic/ Standard/ Enhanced \**  disclosure from Access NI as part of its recruitment procedures;
3. requests First Standard Limited to act as an Umbrella Body to process such applications for disclosure on its behalf;
4. requests that First Standard Limited processes Disclosure Applications in accordance with the Service Level Agreement
5. accepts the Terms of Business issued by First Standard Limited.
6. will comply with the Code of Practice of Access NI with regard to –
   1. the recruitment of ex-offenders; and
   2. the handling of disclosure information
7. will adopt policies concerning –
   1. the recruitment of ex-offenders;
   2. the handling of disclosure information; and
   3. the safe storage and disposal of disclosure notices
8. has nominated the person named in Section 1 above to be the main point of contact with First Standard Limited and to act on its behalf concerning the handling of disclosures; and
9. will advise First Standard Limited of any changes in these arrangements.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I enclose cheque number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for £36.00 [£30.00 + VAT] made payable to *First Standard Limited* as a Registration Fee and request (No.) ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_ disclosure application forms.

*\*please delete as appropriate*

Please return this form to -

First Standard Limited, Eastburn, South Park, HEXHAM, NE46 1BS

Email: checks@firststandardltd.co.uk