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| **PRESBYTERIAN CHURCH IN IRELAND****ACCESSNI CHECK - APPLICATION FORM FOR GROUPS** |
| Organisation name ++ |   |
| Position applied for |  |
| Is it a paid position? |  YesNo |
| Name of Applicant |  |
| Date of Birth |  |
| Current Address(include postcode) |  |
| Phone number |  |
| Email address |  |
| If the role involves working with **Children** - will this be? | * Four or more times in a thirty-day period\*
* Any overnight\*
* To provide personal care\*

e.g. toileting/assistance with eating or drinking *(even if done only once)* |  |
| If the role involves working with **Adults at risk** - in what capacity will this be? | * Handling general household matters\*

e.g. managing the person’s cash/ paying bills/ shopping on their behalf* Transporting to a health care appointment\*
* Providing personal care for a vulnerable adult

e.g. physically assisting with eating, washing, toileting\** Providing health care\*
* Additional information / other role \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ *(specify)*
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| Have you had treatment for any illness during the past five years which may have a bearing on your ability to work with children, young people or vulnerable adults? | Yes |  |
| No |  |
| *If Yes, please specify* |  |
| Is there any reason that you cannot take up a position in regulated activity?(i.e. working regularly in an unsupervised capacity with children, young people or vulnerable adults) | Yes |  |
| No |  |
| Do you have any convictions that are not ‘protected’(as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014)?  | Yes |  |
| No |  |
| **Applicant’s signature:** | **Date:** |
| Please be aware that a criminal record will not necessarily prevent applicants from gaining a position. If there are any disclosures on your AccessNI certificate, it is ***your responsibility*** to produce the certificate to the person who asked you to complete this form.\* This position is eligible for an enhanced disclosure check. By signing this form you give permission to progress with an application that involves the barred list check*.* ***It is a criminal offence to apply for an Enhanced Disclosure check if you are on one of the barred lists.*** To view the policy on the Recruitment of Ex-Offenders, contact the organisation that asked you to complete this form (named here ++) Access NI’s Code of Practice and Privacy Notice is available at [www.nidirect.gov.uk](http://www.nidirect.gov.uk) |
|  **Applicant instructions**1. Go to <http://www.nidirect.gov.uk/accessni> and select ‘Apply for an AccessNI check’.
2. From the next set of options, click ‘*Apply online for an enhanced check through a registered* body’
3. Next, scroll down the page to the green box, ‘*Create or log in to an nidirect account or apply for an enhanced check*’ - and select it.
4. The next page will ask *‘Do you have an nidirect account?’*. At this point you either sign in using your previously registered details, or, click the button to *‘Create* account’; In this case you should complete all the fields to register and create an account, using your email address and a password.

[keep these details safe as you will need them to track the progress of your case]1. Log in to your account to commence your online application form.
2. When prompted for a PIN code, enter **186591** and complete all steps of the application.
3. Please note:for the *‘Organisation reference (optional)’* question, you must type the***name of the organisation that has asked you to complete this form*** – for example, Belfast City Mission.
4. At the final step you will be provided with your Case Reference number; write this 10-digit number below, along with the date you completed & submitted this online application.

 **Case Reference**[[1]](#footnote-1)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**1. Return this form to the person who asked you to complete it.
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| **Identity validation (To be completed by Person in Charge / Authorised Signatory)**Three documents should be produced in the name of the applicant; Either **Three from Group 1 - OR - One from Group 1 and Two from 2a or 2b** **-**If this is not possible, then **four** documents from **Group 2a and 2b** should be produced, one of which must be a birth certificate issued after the time of birth.  In either case - At least one document must show the applicant’s current address.**Applicant details as they appear on the ID documentation provided:**

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| Full name: |  |
| Date of Birth: |  |
| Postcode: |  |

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| ***I confirm I have seen the original ID documentation as indicated on the attached sheet*** |
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| --- | --- |
| Date of ID check: |  |
| Signed: |  |
| Name (Capitals): |  |

***Please attach photocopies of the applicant’s ID to this application form*** |
| **GROUP 1** | **GROUP 2-A** |
| [ ]  Current passport (any nationality)[ ]  Biometric Residence Permit (UK)[ ]  Current driving licence (UK, ROI, IOM, Channel Islands or any EEA country)[ ]  Original birth certificate (UK, IOM or Channel Islands) issued at time of birth[ ]  Original long form Irish birth certificate issued at time of registration of birth (ROI)[ ]  Adoption certificate (UK, IOM or Channel Islands) | [ ]  HM Forces ID card (UK)[ ]  Firearms licence (UK, Channel Islands or IOM)[ ]  Birth certificate (UK,ROI, IOM or Channel Islands) issued after time of birth[ ]  Marriage/Civil Partnership Certificate (UK, ROI, IOM or Channel Islands)[ ]  Current driving licence photocard (full or provisional) All countries outside the EEA[ ]  Current driving licence (full or provisional paper version if issued before 1998) (UK, IOM, Channel Islands, EEA)[ ]  Electoral ID card (NI only)[ ]  Immigration document, visa or work permit (issued by a country outside the EEA – valid only if the applicant is working in the country that issued the document) |
| **GROUP 2-B** |
| **These documents must be issued within the last 12 months** | [ ]  Mortgage statement (UK, EEA)[ ]  Financial statement e.g. ISA, Pension, Endowment (UK)[ ]  Land and Property Services rates demand (NI only)[ ]  Council tax statement (GB, Channel Islands)[ ]  P45 or P60 statement (UK, Channel Islands) |
| [ ]  Credit card statement (UK, EEA)[ ]  Bank or Building Society statement (UK, EEA)[ ]  Bank or Building Society statement (Outside EEA)(Branch must be in the country where the applicant lives and works)[ ]  Bank or Building Society account opening confirmation letter (UK,EEA)[ ]  Utility Bill (not mobile phone) (UK, EAA)[ ]  Benefit statement e.g. Child Benefit, Pension (UK, Channel Islands)[ ]  Central or local government, government agency, or local council document giving entitlement, for example from the Dept. for Work & Pensions, Employment Service, HMRC (UK, Channel Islands) | **These documents must be issued within the last 3 months** |
| **These documents must be valid at the time of checking** | [ ]  EU National ID card[ ]  Letter from head teacher or further education college principal (UK 16-19 year olds in full time education – only to be used when other documentation routes are exhausted)[ ]  yLink card issued by Translink (NI)[ ]  Letter of sponsorship from future employment provider or voluntary organisation (Non-UK / Non-EEA only for applicants residing outside UK at time of application)[ ]  60+ or Senior (65+) SmartPass issued by Translink (NI)[ ]  Cards carrying the PASS accreditation logo (UK, IOM, Channel Islands) |
| Once **all** sections are complete,attach copies of the applicant’s ID& send **within 11 weeks of submitting the AccessNI online form**, to**:** TAKING CARE OFFICE, ASSEMBLY BUILDINGS, 2-10 FISHERWICK PLACE, BELFAST, BT1 6DW or takingcare@presbyterianireland.org  |

1. This is the 10 digit case reference number provided on the confirmation page (Step 12) and email when the applicant completes their details on the AccessNI on-line system. [↑](#footnote-ref-1)