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| **PRESBYTERIAN CHURCH IN IRELAND****ACCESSNI CHECK - APPLICATION FORM FOR LEADERS** |
| Name of Congregation |   |
| Name of Organisation |  |
| Position applied for |  |
| Is this a paid position? |  YesNo |
| Name of Applicant |  |
| Date of Birth |  |
| Current Address(including 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? | * Visiting every week in their own home
 |  |
| * Transporting to a health care appointment\*
 |  |
| * Handling general household matters\*

 e.g. managing the person’s cash / paying bills / shopping on their behalf |  |
| * Driving a church minibus every week\*
 |  |
| * Additional information / other role \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ *(specify)*
 |  |
| 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 |  |
| **Signature of Applicant:** |  |  **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 Taking Care Office. See the *Application Process for Leaders* on the PCI website for information.\* 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.***  |

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| The Presbyterian Church in Ireland’s policy on the Recruitment of Ex-offenders is available in the ‘Resources’ section of our website. Access NI’s Code of Practice and Privacy Notice is available at [www.nidirect.gov.uk](http://www.nidirect.gov.uk) |
| Describe your reasons for wishing to take up this position. |
|  |
| Give details of previous experience of working with children / young people / vulnerable adults |
|  |
| Have you attended Taking Care Training within the last three years? | No |  | Yes |  |
| 1st Referee | Name |  |
| Address |  |
| Phone/Email |  |
| 2nd Referee | Name |  |
| Address |  |
| Phone/Email |  |
| Interviewed by | Name |  |
| Position |  |
| Name |  |
| Position |  |
| Date of Interview |  |
| Session Decision | Approved |  |  |
| Not Approved |  |
| Deferred |  |
| Reason for Decision |  |
| Signature of Session Member |  |
| Date |  |

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| **Applicant instructions**1. Go to [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni)
2. Select ‘*Apply for an AccessNI* check’, then ‘*Apply online for an enhanced check through a registered* body’ then select the green button ‘*Apply for an enhanced check through a registered body’*
3. Now select the green button ‘*Create or log in to an nidirect account or apply for an enhanced check*’
4. Complete all the fields to register and create an account, using your email address and creating a password **[**keep these details safe as you will need them to track the progress of your case**]**.
5. Log in to your account to complete the online application.
6. When prompted for a PIN code, enter **940560**
7. Complete all Steps of the application. Please note:when asked for ORGANISATION REFERENCE (step 5)

*enter the* ***name of the church that has asked you to complete this form.*** 1. At Step 12 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 Designated Person / Minister.
 |
| **Identity validation (To be completed by Designated Person / Minister)**Three documents should be produced in the name of the applicant; EitherThree 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.*

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| **Applicant details as they appear on the ID documentation provided:** |
| Full Name: | ……………………………………………………………………….….….…. |
| Date of Birth: | ……………………………………………………………………….….….…. |
| Current Postcode: | ……………………………………………………………………….….….…. |

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| *I confirm I have seen* ***copies of / the original\**** *ID documentation* (***\*delete as appropriate****)*as *indicated on the attached sheet* |
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| Date of ID check: | ……………………………………………………………………….….….………….. |
| Signed: | ……………………………………………………………………….….….………….. |
| Name (Capitals): | ……………………………………………………………………….….….………….. |

***If the ORIGINAL documents are not seen at this stage, the slip at bottom of page 4 will need to be completed BEFORE commencing their role & sent to Taking Care office*** |
| **Please indicate which ID was provided using ✓ or X GROUP 1** |
| Current passport (any nationality)Biometric Residence Permit (UK)Adoption certificate (UK, IOM or Channel Islands) | 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) |
|  **GROUP 2-A** |
| HM Forces ID card (UK) Firearms licence (UK, Channel Islands or IOM)Birth certificate (UK,ROI, IOM or Channel Electoral ID card (NI only)Islands) issued after time of birthMarriage/Civil Partnership Certificate (UK, ROI, IOM or Channel Islands)Current driving licence photocard (full or provisional) All countries outside the EEACurrent driving licence (full or provisional paper version if issued before 1998) (UK, IOM, Channel Islands, EEA)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) |
| **These documents must be issued within the last 3 months**Credit card statement (UK, EEA) Utility Bill (not mobile phone) (UK, EAA) Benefit statement e.g. Child Benefit, Pension (UK, Channel Islands)Bank or Building Society statement (UK, EEA)Bank or Building Society statement(Outside EEA)[Branch must be in the country where the applicant lives&works]Bank or Building Society account opening confirmation letter (UK,EEA)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 valid at the time of checking**EU National ID card yLink card issued by Translink (NI)60+ or Senior (65+) SmartPass issued by Translink (NI)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)Letter of sponsorship from future employment provider or voluntary organisation (Non-UK / Non-EEA only for applicants residing outside UK at time of application)Cards carrying the PASS accreditation logo(UK, IOM, Channel Islands) |
| Once *all sections up to this point* have been completed **attach copies of the applicant’s ID to this form** & send, ***within 11 weeks of submitting the AccessNI online form***, to**:** TAKING CARE OFFICE, ASSEMBLY BUILDINGS, 2-10 FISHERWICK PLACE, BELFAST, BT1 6DW |
| **ONLY COMPLETE THIS IF ORIGINALS NOT SEEN EARLIER AT IDENTITY VALIDATION STAGE*****I confirm I have seen the original ID documentation as indicated above*** |
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| Date of ID check: | Signed: |
| Name of checker(Capitals): |  Role: |
| Name of Applicant: |  |
| Case Reference no. (see page 3): |  |

**Send this slip to the Taking Care office** |

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)