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| **PRESBYTERIAN CHURCH IN IRELAND**  **ACCESSNI CHECK - APPLICATION FORM FOR PROGRAMMES** | | | | | | | | | |
| Name of Programme | |  | | | | | | | |
| 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? | | * Handling general household matters**\***   e.g. managing the person’s cash / paying bills / shopping on their behalf | | | | | | |  |
| * Transporting to a health care appointment**\*** | | | | | | |  |
| * Visiting every week in their own home | | | | | | |  |
| * 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 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.***  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) | | | | | | | | | |
| **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 programme that you are a member of e.g. Summer Team*** |  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 person who asked you to complete the AccessNI application. | | | | | | | | | |
| **Identity validation (To be completed by Designated Person / Minister)**   |  |  | | --- | --- | | 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** -  At least one document must show the applicant’s current address.  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.  One document must show the applicant’s current address.  **Applicant details as they appear on the ID documentation provided:** | | | Full name: | ………………………………………………………………………. | | Date of Birth: | ………………………………………………………………………. | | Current Postcode: | ………………………………………………………………………. | | | | | | | | | | |
| ***I confirm I have seen the original ID documentation as indicated on the attached sheet*** | | | | | | | | | |
| |  |  | | --- | --- | | 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) | | | |  | HM Forces ID card (UK) | | | |
|  | Biometric Residence Permit (UK) | | | |  | Firearms licence (UK, Channel Islands or IOM) | | | |
|  | Current driving licence (UK, ROI, IOM, Channel Islands or any EEA country) | | | |  | Birth certificate (UK,ROI, IOM or Channel Islands) issued after time of birth | | | |
|  | Original birth certificate (UK, IOM or Channel Islands) issued at time of birth | | | |  | Marriage/Civil Partnership Certificate (UK, ROI, IOM or Channel Islands) | | | |
|  | Original long form Irish birth certificate issued at time of registration of birth (ROI) | | | |  | Current driving licence photocard (full or provisional) All countries outside the EEA | | | |
|  | Adoption certificate (UK, IOM or Channel Islands) | | | |  | 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) | | | | | |
| **These documents must be issued within the last 3 months** | | |  | 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. 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 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 have been completed, **attach copies of the applicant’s ID to this form** & send**, within 11 weeks of submitting the AccessNI online form**, to**:** CONGREGATIONAL LIFE & WITNESS, ASSEMBLY BUILDINGS, 2-10 FISHERWICK PLACE, BELFAST, BT1 6DW | | | | | | | | | |

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)