



Diocese of Wakefield

CRB APPLICATION

'Clergy'

'HOW TO GO ABOUT IT'



Please note this step by step procedure for completing a CRB application form is for **Clergy only** and separate guidance for volunteers and paid workers is available through the Diocesan website or by contacting Church House.

www.wakefield.anglican.org/safe

You have this paper before you because you have the opportunity for direct contact with children and your role is assessed to be “high profile” enough for children to perceive you as one of the church’s trustworthy adults.

These days those who work with children are required by law to obtain a “Disclosure Certificate” from the Criminal Records Bureau (CRB) so that they can undertake such a role. According to procedures increasingly used across Church of England parishes, this system is now encouraged for a wider range of people who have potential for contact with children in their church work, or for being regarded by children as trustworthy adults. This offers a beneficial protection both to you and any children with whom you have contact. Once you get a certificate it is valid for up to five years. We no longer accept certificates that have been obtained through other organisations such as Education Departments, Social Services etc. To be sure that parish records are kept up to date we also require you to fill in a confidential “Self Declaration Form”, which is updated annually and will be kept at Bishop’s Lodge.

If you know that convictions or other disqualifying behaviour might be revealed during the disclosure process then please submit details in an envelope clearly marked “Private and Confidential” and send it to Jenny Price the Bishop's Adviser for Child Protection, at Church House will then discuss the matter with you and advise you as to how best to proceed.

Obtaining your CRB application form

Your Disclosure application form should be included with this document, if not please contact:

Jane Butterfield at Bishop’s Lodge Telephone: 01924 255349

Filling in the application form

Please use **BLACK INK AND BLOCK CAPITALS**

A Your details

Please include ALL forenames as your driving licence will reveal middle names

At current address since

(if you have been at your current address for less than 5 years please complete section D and use the continuation sheet if necessary)

Please insert your national insurance number

B Details of position for which Disclosure is being requested

13 The office or licence you hold (your job)

14 The parish where you serve or your workplace

15-19 The address of your church or your place of work

C Additional personal details

20-27 If you have entered 'Mrs' or 'Ms' in Section A, Item 1, please enter your surname at birth, *even if it is the same as provided at Section A, Item 2.* *Applicants who were adopted before the age of 10 years do not need to provide their name at birth they should give their adoptive name.*

Please enter any forenames used, in addition to those listed at section A/3

28-32 Please insert your place of Birth

33-35 We may need to contact you in relation to your application form please insert a contact number.

D Previous address

Only complete if you have lived at your present address for less than five years

E Additional information

Please leave this blank

F Referee details

Please leave this blank

H Application declaration and consent

- 66** Please cross one of the boxes. If you have any concerns about this issue please ask to see a copy of our “Recruitment of Ex-Offenders Policy”. **The fact that you have a criminal record will not necessarily be a bar to obtaining a position.**
- 67 If you include a continuation sheet please cross this box
- 68 Please sign this box
- 69** This signature is no longer required please leave blank

The next step

Take this form together with your documents of evidence to your Rural Dean or Archdeacon
The ideal documents are:

Passport

Driving Licence (a photo card licence is issued with a paper section you will need both)

Birth certificate

And a document showing your current address

For a full list of valid Identification documents see page 4

X Evidence of identity seen by the employer/volunteering organisation/Registered Body

This section should be completed by your Rural Dean or Archdeacon

The next step

The form is then sent to:

Bishop's Lodge
Woodthorpe Lane
Sandal
Wakefield
WF2 6JL

F.A.O Jane Butterfield

On-line tracking

You can track your application progress on-line with CRB at www.crb.gov.uk

You will need your form reference number and your date of birth

You should receive your certificate by post within approximately 4–6 weeks

Y Statement by Registered Person

Is completed by a person who has been authorized by the Bishop and approved by the CRB as a counter signatory. **Incumbents/child protection officers do not sign this section.**

List of Valid Documents that can be used as evidence of identity

Group 1	
Passport	EU Photo Identity Card
Driving Licence (UK) (Full or provisional) -England/ Wales/ Scotland/ Northern Ireland/ Isle of Man ; either photo card or paper (a photo card is only valid if the individual presents it with the counterpart licence)	Birth Certificate (UK) - issued within 12 months of date of birth – full or short form acceptable
HM Forces ID Card (UK)	Firearms Licence (UK)
Adoption Certificate (UK)	

Group 2	
Marriage/Civil Partnership Certificate	Financial Statement ** - e.g. pension, endowment, ISA
Birth Certificate	Vehicle Registration Document
P45/P60 Statement (UK) **	Mail Order Catalogue Statement *
Bank/Building Society Statement *	Court Claim Form (UK) ** - Documentation issued by Court Services
Utility Bill* - electricity, gas, water, telephone – including mobile phone contract/bill	Exam Certificate e.g. GCSE, NVQ
TV Licence **	Addressed Payslip *
Credit Card Statement *	National Insurance Card (UK)
Store Card Statement *	NHS Card (UK)
Mortgage Statement **	Benefit Statement* - e.g. Child Allowance, Pension
Insurance Certificate **	Certificate of British Nationality (UK)
Council Tax Statement (UK) **	Work Permit/Visa (UK) **
A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK)*: e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security	Connexions Card (UK)

Either

3 documents must be seen and recorded.

One document from Group 1 plus any two from Groups 1 or 2.

OR

5 documents to be seen and recorded.

Five documents from Group 2
please continue on the continuation sheet overleaf.

Please note

In addition to the above evidence of your current address must be seen.

- * **documentation should be less than three months old**
- ** **issued within past 12 months**

Continuation Sheet (if required)

Form reference number:		
Registered Body number:		20224800001
Applicants name:		
Address:		
Postcode:		
Documents seen:		
	Date of evidence	Type of evidence (i.e. Halifax Bank Statement) Document should be less than 3 months old If evidence is an annual document then that should be dated within the last 12 months
1:		
2:		
3:		
4:		
5:		

Address history:		
Date from	Date to	Address including postcode