## Information form

This form should be completed by the GSL during the meeting with the new applicant.

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PART A

**You are required to meet with the applicant face-to face to check their identity documents.**

Three documents should be produced in the name of the applicant; one from Group 1 and two from Group 1 or 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 being a birth certificate issued after the time of birth. One document must show the applicant’s current address. This information will be held securely by the Appointments Secretary for 90 days.

|  |
| --- |
| GROUP 1 |
|  | Current passport (any nationality) |  | Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth |
|  | Biometric Residence Permit (UK) |  | Original long form Irish birth certificate –issued at time of registration of birth (ROI) |
|  | Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EEA country) |  | Adoption certificate (UK, Isle of Man or Channel Islands) |
| GROUP 2a |
|  | Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth |  | Electoral ID card (NI only) |
|  | Marriage/Civil Partnership Certificate (UK, ROI, Isle of Man or Channel Islands) |  | Current driving licence photocard (full or provisional) All countries outside the EEA |
|  | HM Forces ID card (UK) |  | Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA) |
|  | Firearms licence (UK, Channel Islands and Isle of Man) |  | 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 2b |
|  | Mortgage Statement (UK, EEA) |  | Land and Property Services rates demand (NI only) |
|  | Financial statement, for example ISA, pension or endowment (UK) |  | Council tax statement (Great Britain, Channel Islands) |
|  | P45 or P60 statement (UK, Channel Islands) |  |  |
| **Above documents must be issued within the last 12 months** |
|  | Credit card statement (UK,EEA) |  | Bank or building society account opening confirmation letter (UK, EEA) |
|  | Bank or Building society statement (UK, EEA) |  | Utility bill (not mobile phone) (UK, EEA) |
|  | Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works) |  | Benefit statement, for example Child Benefit, Pension etc (UK, Channel Islands) |
|  | Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK, Channel Islands) |
| **Above documents must be issued within the last 3 months** |
|  | EU National ID card |  | Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands) |
|  | 60+ or Senior (65+) SmartPass issued by Translink (NI) |  | Letter from head teacher or further education college principal (UK for 16 -19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided) |
|  | yLink card issued by Translink (NI) |  | Letter of sponsorship from future employment provider or voluntary organization (Non UK or non-EEA only for applicants residing outside UK at time of application) |
| **Above documents must be valid at the time of checking** |

PART B

**Referees**

(as provided by applicant)

|  |  |
| --- | --- |
| Referee No. 1 Name | Relationship |
| Email | Phone Number |
| Address | Postcode |

|  |  |
| --- | --- |
| Referee No. 2 Name | Relationship |
| Email | Phone Number |
| Address | Postcode |

**Self-declaration by the applicant**

The Disclosure and Barring Service keeps two Barred lists:

* People who are unsuitable for working with children
* People who are unsuitable for working with vulnerable adults

People on these lists are barred from regulated activity with children and vulnerable adults. It is a criminal offence for someone on these lists to work or apply to work in regulated activity.

I declare that I am not on the Barred lists noted above and I undertstand that it is a criminal offence to work or apply to work in regulated activity for someone on the barred lists.

|  |  |
| --- | --- |
| Name of the applicant | Signature |

PART C

**Applicant’s details as entered on Compass.**

(This information will enable the Appointments Secretary to find the new applicant on Compass)

|  |  |
| --- | --- |
| **Membership number** |  |
| **Date entered on Compass** |  |

PART D

GSL’s Declaration

The Disclosure and Barring Service keeps two Barred lists:

* People who are unsuitable for working with children
* People who are unsuitable for working with vulnerable adults

People on these lists are barred from regulated activity with children and vulnerable adults. It is a criminal offence for someone on these lists to work or apply to work in regulated activity.

I confirm:

* **I have seen the original ID documents as indicated overleaf.**
* **I have explained to the applicant the significance of making a ‘Barred list check application’ should the applicant be on one of the barred lists.**
* **I have the applicant’s permission to progress with an application that involves the Barred list check.**

|  |  |
| --- | --- |
| **Date of ID check of new applicant** |  |
| **Date AccessNI online application submitted** |  |
| **GSL’s name** |  |
| **GSL’s Membership Number** |  |

When you have completed the form, please pass it in a secure way to your Appointments Secretary.

This confirms to the Appointments Secretary that the applicant is on Compass and that the AccessNI online application has been submitted.

A copy of our policy on the recruitment of ex-offenders is available on request from The Scout Information Centre.

We will keep certain types of information for different periods of time in line with our [retention policy](https://scouts.org.uk/media/980613/REP-Retention-Policy-Web-Version-v25.pdf).

The Scout Association’s Data Protection Policy can be found [here](http://www.scouts.org.uk/por) and the Data Privacy Notice [here](https://scouts.org.uk/privacy-policy/).

Access NI Code of Practice can be accessed via the Access NI website - <https://www.nidirect.gov.uk/publications/accessni-code-practice>