

Signposts Multi Agency Resource Centre Limited
58 Regent Road, Morecambe, LA3 1TE

CRB Check Request

Organisation Details

Name (the Organisation): _____

Individual Details

Full Name : _____
(please include title and any middle names)

Address: _____

Postcode: _____

Date moved into address (Month & Year): _____

Date of Birth: _____

Telephone: _____

Position applied for: _____

Paid Work: Yes No

The Police Act 1997 (Criminal Records) Regulations 2002 defines a volunteer as:

"volunteer" means a person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.

Student placements do not fall into the category of volunteer.

If an individual is volunteering within your organisation, please indicate the kinds of activity they will be engaged in – one of the common reasons given when a form is rejected is that it is unclear what role an individual will fulfil.

Level Required: Standard Enhanced

Enhanced checks are for posts involving work in a regulated activity for a regulated activity provider with children or vulnerable adults. In general, the type of work will involve regularly caring for, supervising, training or being in sole charge of such people. Examples include a Teacher, Scout or Guide leader. Enhanced checks are also issued for certain statutory purposes such as gaming and lottery licences.

A standard check is not appropriate for those working with children and / or vulnerable adults

Are you entitled to know whether the applicant is barred from working with children?

Yes No

Are you entitled to know whether the applicant is barred from working with vulnerable adults?

Yes No

Does this position involve working with children or vulnerable adults at the applicant's home address? (e.g. fostering, adoption, childminding)

Yes No

Is this application:

for a new post holder

for an existing post holder

for an existing post holder who is being re checked

Checklist

- I have informed the individual that a CRB check is to be completed.
- I am aware that Signposts will invoice my organisation appropriately for this check.

I have made the individual aware that:

- They will be receiving a form from the CRB to complete as part of our worker screening process, and that signposts will be contacting them to request copies of the necessary paperwork to complete the CRB check.
- Signposts will pass any relevant information on to my organisation to enable us to make an informed recruitment decision.

Signed : _____ Date: _____

Print Name: _____

Please send this completed form in an envelope marked confidential to:

CRB Umbrella Body, Signposts, 58 Regent Road, Morecambe, LA3 1TE

This form is available on the services page at www.signposts.org.uk or by calling 01524 419021

Office Use

Date Received: _____

Date Actioned: _____ By Whom: _____