

# ACCESSNI FIRST CHECK

Church / Congregation e.g. First Larne	
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## Personal Details

Title		Surname	
Forename		Middle names	
Name usually known by / preferred name			
All other previously used surnames (if applicable)			
All other previously used forenames (if applicable)			
Date of Birth			
Current address (Include postcode)			
Phone number			
Email address			

## Role & Responsibilities

Organisation & Position applied for	
If you are working with children, please ensure that you state this here.	
Is this a paid role?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Regulated Activity Definition</b>	<p><b><u>Regulated activity is work which a barred person must not undertake.</u></b>          It is a criminal offence for a barred person to seek or undertake regulated activity and it is an offence for organisations to knowingly employ a staff member or involve a volunteer in regulated activity if they are barred.</p>

	Regulated activity involves the following types of work with children or adults who are at risk of harm, that is carried out frequently or intensively such as an overnight.	
Within an approved church context, will your role with <b>Children</b> involve any of these activities? (Please tick all that apply.)	<ul style="list-style-type: none"> <li>• Any overnight activity <input type="checkbox"/></li> <li>• Teaching, supervision and training <input type="checkbox"/></li> <li>• Advice, guidance or counselling <input type="checkbox"/></li> <li>• Transportation <input type="checkbox"/></li> <li>• Provision of personal care e.g. toileting/assistance <input type="checkbox"/></li> </ul> <p>How often will you be carrying out this role? i.e. weekly monthly, yearly? _____</p> <p>Is it likely that you will be covering sick leave, personal holidays, staff shortages etc? _____</p>	
Within an approved church context, will your role with <b>Adults</b> involve any of these activities? (Please tick all that apply.)	<ul style="list-style-type: none"> <li>• Providing health care <input type="checkbox"/></li> <li>• Providing personal care <input type="checkbox"/></li> <li>• Providing social work (must be a regulated social worker) <input type="checkbox"/></li> <li>• Assistance with general household matters (must be handling cash) <input type="checkbox"/></li> <li>• Assistance in the conduct of a person's own affairs (power of attorney) <input type="checkbox"/></li> <li>• Transporting to medical or social care appointments <input type="checkbox"/></li> </ul>	
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 adults at risk of harm?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, please specify.</i>		
Is there any reason that you cannot take up a position in regulated activity working regularly with children, young people or adults at risk?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
<p>Please be aware that a criminal record will not necessarily prevent applicants from gaining a position.</p> <p>The position you are applying for is eligible for an <b>Enhanced Disclosure</b> check.</p> <p>By signing, you give permission to progress with an application that involves the barred list check.</p>		

***It is a criminal offence to apply for an Enhanced Disclosure check if you are on one of the barred lists.***

**You should not take up any leader/helper/volunteer role until a successful outcome has been achieved and you are officially notified by the Designated Person or Minister within your church.**

The Presbyterian Church in Ireland’s policy on the Recruitment of Ex-offenders is available in the “Resources” section of our website.

AccessNI’s Code of Practice and Privacy Notice is available at [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

**Once your application is submitted online, you will be emailed a case reference number – please enter it here –**

Case Reference Number:

Date of Submission online:

Applicant’s signature:

Date:

**Return this form to the Designated Person / Minister**

**Recruitment Process**

***Please note - If this application is for a Minister or an appointed Elder, please skip to Identity Validation.***

Please confirm an interview has been conducted for this specific role i.e. Has a discussion taken place with the applicant? Has the interview been conducted by an Elder, Designated Person or Organisation Leader? Has the applicant demonstrated suitability for the role? Records of the interview should be retained and recommendation of appointment forwarded to Kirk Session.

Yes

No

Please confirm a record of the interview process has been recorded and retained for future reference and is kept in a secure manner (*please adhere to your churches GDPR policy for retaining recruitment documentation.*)

Yes

No

**Outcome / Decision**

Interviewed by Kirk Session / DP / Organisation Lead	Name	
	Position	
Date of interview		

Decision made and agreed by Kirk Session (please tick)	Approved	<input type="checkbox"/>
	Not Approved	<input type="checkbox"/>
Reason for decision		
Signature of Kirk Session member		
Date		

**References** (Referees should differ from those who carried out the interview)

1 <sup>st</sup> Referee	Name	
	Address	
	Phone/Email	
2 <sup>nd</sup> Referee	Name	
	Address	
	Phone/Email	
<p><b>Please note that recruitment documentation should be retained by Kirk Session adhering to your churches GDPR policy.</b></p> <p><b>AccessNI documentation should be disposed of after the applicant's certificate has been issued. The Designated Person should record the outcome of the check.</b></p>		

**Identity Validation (to be completed by Designated Person / Minister)**

- You must see the original ID documentation before you validate this section.
- You must view two forms of original ID documentation.
- These must be the **same** documents which the applicant uploaded online.
- A list of verifiable documents is below – **please ensure you tick which documents you have seen AND are uploaded - these must be the same.**

To help avoid delays in processing, it is preferable that the applicant uploads their **birth certificate issued at the time of their birth** (or another available document that confirms their name(s) at birth and date of birth) and a second document that **contains both the applicants current name and a photographic image of themselves** (driving licence or passport).

**Other ID documents are listed on the NI Direct website. However, it should be noted that these can be rejected and alternative identification can be requested by the signatory organisation.**

***I confirm that I have seen the original ID documentation which is also uploaded online.***

**Date of ID check:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name (capitals):** \_\_\_\_\_

**List of acceptable documents (*please tick which documents you have examined*).**

Documents		Notes
	Original Birth Certificate ( <i>issued within 12 months of birth</i> )	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
	Certified copy of birth certificate (issued more than 12 months after time of birth)	UK, Isle of Man, Channel Islands or Ireland
	Long form Irish birth certificate (issued at time of registration of birth)	Ireland
	Adoption Certificate	UK, Channel Islands or Ireland
	Passport	Any current and valid passport
	Irish Passport Card	Cannot be used with an Irish passport, Current and Valid
	Current driving licence photocard	Full or provision - UK, Isle of Man, Channel Islands or Ireland
	Current driving licence photocard (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
	Current driving licence (full or provisional) - paper version (if issued before March 2000)	UK, Isle of Man, Channel Islands and Ireland
	e-Visa	Upload weblink and share code
	Immigration document, visa or work permit	Issued by a country outside the UK. Valid only for roles whereby the Applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based, Current and Valid
	Electoral ID card	Northern Ireland only
	Marriage / Civil Partnership certificate	UK, Channel Islands or Ireland
	HM Forces ID card	UK
	Firearms licence	UK, Channel Islands and Isle of Man, Current and Valid
	Mortgage Statement	UK or Ireland, dated within 12 months
	Financial statement, for example ISA, pension or endowment	UK or Ireland, dated within 12 months

P45 or P60 statement	UK or Channel Islands, dated within 12 months
Land and Property Services rates demand	Northern Ireland only, dated within 12 months
Council tax statement	UK or Channel Islands, dated within 12 months
Credit card statement	UK or Ireland, dated within 3 months
Bank or Building Society statement	UK, Channel Islands or Ireland, dated within 3 months
Utility bill (not mobile phone)	UK or Ireland, dated within 3 months
Benefit statement, for example Child Benefit, Pension etc	UK, dated within 3 months
Official Government/Council Document	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 and Channel Islands, dated within 3 months
EEA National ID card	Current and Valid
SmartPass issued by Translink	Northern Ireland
yLink card issued by Translink	Northern Ireland
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands, Current and Valid
Letter from head teacher or further education college principal	UK - for 16 to 19-year-olds in full time education - only used in exceptional circumstances if other documents cannot be provided
Letter of sponsorship from future employment provider or voluntary organisation	Non-UK only - Valid only for Applicants residing outside UK and Ireland at time of application
Exceptional circumstances – Document agreed with AccessNI	Cannot be used unless advised by AccessNI
Original Birth Certificate ( <i>issued within 12 months of birth</i> )	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
Certified copy of birth certificate (issued more than 12 months after time of birth)	UK, Isle of Man, Channel Islands or Ireland
Long form Irish birth certificate (issued at time of registration of birth)	Ireland
Adoption Certificate	UK, Channel Islands or Ireland
Passport	Any current and valid passport
Irish Passport Card	Cannot be used with an Irish passport, Current and Valid
Current driving licence photocard	Full or provision - UK, Isle of Man, Channel Islands or Ireland

Once **all** sections of this form are complete it should be sent to the PCI Safeguarding Department. This form can be sent via post **or** email but not both, this will prevent duplication of paperwork.

Please be aware that online AccessNI applications will only remain online for **90 days** after being submitted, unless they have been processed during this time.

The Safeguarding Department **cannot** process any online AccessNI applications without receiving this completed paper form.

**Delay in forwarding this form to the Safeguarding Department may result in the online application having to be resubmitted.**

**Address: Safeguarding Department, Assembly Buildings, 2-10 Fisherwick Place, BELFAST, BT1  
6DW**

**or**

**Email Address: [vetting@presbyterianireland.org](mailto:vetting@presbyterianireland.org)**

**(Please ensure if you are sending this form via email that ALL pages are clear, easily read and nothing is missing).**