

## New Recruiter Appointment Form

**PLEASE NOTE: THIS FORM (SECTIONS A-C) MUST ONLY BE COMPLETED ONCE THE ORIGINAL LEAD RECRUITER HAS HAD THEIR REGISTRATION CONFIRMED BY CCPAS**

Send the completed form: Janice Keen, Diocesan Safeguarding Adviser, Rochester Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL.

### SECTION A: ORGANISATION DETAILS

Membership No: \_\_\_\_\_ Parish name: \_\_\_\_\_

Contact Address (this must be the address of the Parish where contact can be made with the Lead Recruiter from now onwards. Please enter even if unchanged):

\_\_\_\_\_

\_\_\_\_\_

### SECTION B: NEW RECRUITER DETAILS

Please tick one box :  Lead Recruiter  Recruiter

Mr/Mrs/Miss/Ms/Revd/Other: \_\_\_\_\_ Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Email: \_\_\_\_\_ *(An email address is essential)*

Day-time tel no: \_\_\_\_\_ Mobile No: \_\_\_\_\_

If this form is for a new Lead Recruiter will the current Lead Recruiter still remain as a Deputy Recruiter? Y/N

If 'No' please confirm the email to be deleted from our records: \_\_\_\_\_

I confirm that we will continue to follow the correct recruitment procedure (as detailed in the CCPAS/Diocese of Rochester document) and we will comply with the DBS Code of Practice. We confirm that we have read the CCPAS Statement of Fair Processing and the E-Bulk Recruiter Agreement Form [www.ccpas.co.uk/Disclosure/FairProcessing.pdf](http://www.ccpas.co.uk/Disclosure/FairProcessing.pdf). We agree to abide by the terms and conditions set out in these documents in accordance with the Data Protection Act 1998 and the DBS Code of Practice.

New Recruiters Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION C: INCUMBENT AND DIOCESE OF ROCHESTER AUTHORISED PERSON DECLARATION

The following needs to be signed by the current incumbent and the authorised person from the Diocese of Rochester (Janice Keen):

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Print name: \_\_\_\_\_  
(Incumbent)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Print name: \_\_\_\_\_  
Diocesan authorised signatory

| CCPAS USE ONLY          |  |              |  |
|-------------------------|--|--------------|--|
| DATE ____ / ____ / ____ |  |              |  |
| SIG CHECK               |  | REC ACC SENT |  |
| ADD CHECK               |  | DIOCESE CC'D |  |
| EBULK SET-UP            |  | CHECKED      |  |