

Parish Request Form

Parish/BeneficeName

A completed copy of this form is to be sent with every CRB Disclosure Application Form sent to Diocesan Church House.

Applicant's Name.....Date of Birth.....

Address.....

.....Postcode.....

Phone Email.....

Personal information about CRB Applicants is used if and when it is necessary to check the progress of long-outstanding applications with the CRB. It is part of the strict protocols followed by the CRB to protect the identity of individuals from being discussed with inappropriate others. The Diocesan Church House record of the Date of Birth and Address of CRB applicants is destroyed within 6 months of the Disclosure being issued.

I confirm that I am applying for a position working with children and young people

I consent to this information being held at Diocesan Church House

Signature

Disclosure is requested at one of the following two levels:

Enhanced

Standard

This post is:

Voluntary

Paid

The CRB defines a volunteer to be 'a person who performs any activity which involves spending time, unpaid (except for traveling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives'.

A cheque made payable to Oxford Diocesan Board of Finance, is attached.

£10.00 including VAT for a Volunteer - Standard or Enhanced level (covers Diocesan administrative costs)

£46.00 Paid Post at Enhanced level (£36 plus £10.00 (including VAT) administration charge)
 £41 Paid Post at Standard level (£31 plus £10.00 (including VAT) administration charge)

Approved Parish Representative (APR)

Identity Documentation was checked by

Appointing Body Nominee (ABN)

Results should be sent to

Those new to the post of APR or ABN are asked to complete the Change of Officer form overleaf.

Envelopes should be marked Private and Confidential

Papers for **paid youth workers** should be sent to the Diocesan Youth Adviser, Diocesan Church House, North Hinksey Lane, Oxford, OX2 0NB

Papers for **volunteers and other paid post-holders** should be sent to the Diocesan CRB Administrator, Diocesan Church House, North Hinksey Lane, Oxford, OX2 0NB

Change of Officer Form

New Approved Parish/Benefice Representative

(who has confirmed the identity of the volunteer applicant by checking the documentation identified by the Criminal Records Bureau and completed Section X of the CRB Disclosure Application Form).

Name

Address

.....Postcode.....

Phone Email

Data Protection Act permission previously given in relation to another parish/diocesan role (no signature needed)

I consent to this information being held at Diocesan Church House (signature needed)

SignatureDate

New Appointing Body Nominee

(who will receive notification from the Diocese on the outcome of the Disclosure Application).

Name

Address

.....Postcode.....

Phone Email

Data Protection Act permission previously given in relation to another parish/diocesan role (no signature needed)

I consent to this information being held at Diocesan Church House (signature needed)

SignatureDate

Notes to the Parish Request Form

An electronic version of the form is available from ruth.reavley@oxford.anglican.org

This Parish Request Form is a dual-purpose form:

- a) tracking form whilst the CRB process is “live”
- b) Data Protection Act permissions form for the applicant, and for changes of parish office-holder (Approved Parish Representative and Appointing Body Nominee)