

# Guidelines for filling in your CRB form

Please read fully before filling in your form



Thursday, 21 May 2009

Thank you for your willingness to become involved with the youth and children's work at Meadow Way Chapel, Hellesdon, Norwich and reaching part two of the application process.

We will carry out an Enhanced Disclosure CRB check for everyone, even if you have had one done previously for another job/role. I believe the form is not that difficult to fill in and will only take a few minutes to fill in and about 3 weeks to process, at long as it done correctly.

## Getting it right first time

Ensure you have completed sections A – D in **Black ink** and that you have signed it once in box H68 and added the date in section H.

If you have been in your present address longer than 5 years please leave section D blank.

If you have been in your present address less than 5 years, please do not put your current address in section D. This is for your first previous address. Also there must be no gaps. Please make sure you leave any address one month and arrive at the next address in the same month. You should use a continuation sheet (this can be downloaded from our child protection section of our youth web site) if you have more than one previous address. This is particularly important for students who must include a list of all term and vacation addresses.

For position applied for in section B, please use either **Church Leader with children, Sunday school teacher, Youth club worker, Church Children's club worker, Children's camp leader**, whichever is more appropriate. The organisation name is Meadow Way Chapel and the address is Chapel Court, Hellesdon, Norwich, Norfolk, NR6 5NU.

**There is now no need to complete sections E, F & G, please leave them blank.**

Then you will need to see me or Irene Struthers with at least **three** evidences of who you are and for **me or Irene to complete section X**. Please also leave section Y blank.

Assuming you have signed your consent in section H, we will need to see either:

- **At least one document from Group 1 (see below) and two more from Groups 1 or 2 (see below);**
- **Or 5 documents from Group 2 (see below).**

These must all be original documents and in your current name.

At least two documents must show your **current address** (in addition to one group 1 document) and at least one document must show your **date of birth**.

I will also need to see proof of name changes to confirm your former names (i.e. marriage certificate, deed poll, decree).

**Group 1:** Valid passport, UK driving licence (note! a photo card is only valid if the individual presents it with the counterpart licence), original UK birth certificate, valid EU photo identity card, or UK firearm licence (true!).

**Group 2** (a fuller list will be on the youth notice board or on the CRB web site): marriage certificate, P45/P60 statement\*, bank or building society statement\*, utility bill\*, valid TV licence, credit card statement\*, store card statement\*, valid insurance certificate, valid vehicle registration document, mail order catalogue statement\*, valid NHS cars, addressed pay slip\*, exam certificate, child benefit book\*\*.

\* documentation less than months old

\*\* issued within past 12 months.

**Ideally please bring a passport, passport or birth certificate and two utility/bank statements with your name and address on them.**

Thank you, once again and if I can be of any help please ask.

Yours Sincerely,

George Herbert (Child Protection Co-ordinator for Meadow Way Chapel)