It would be very helpful to have the table below fully completed and returned. The columns match our spreadsheet, thus enabling us to process the information with ease and speed. **Please wait until you can complete all boxes for an applicant before sending it, as we will not be able to begin the process without all the necessary information**. The first entry in green text is just an example, so feel free to delete and use that column for your own people. The table can be copied and pasted into an email, or you can attach it to the email.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Example Applicant** | **Applicant 1** | **Applicant 2** |
| **Legal surname** | Clifton |  |  |
| **Legal first name(s)**  | Patrick |  |  |
| **Their email address** | Postmanpat@greendale.post |  |  |
| **What are their job/role title(s)? Are they paid or unpaid?** | Messy Church Helper & Volunteer Driver. Unpaid |  |  |
| **If they are working with children or young people,*** **will they be working with them weekly or more than 3 times in any one 30-day period?**
* **will they be unsupervised when working with them?**
* **will they be a leader who is supervising others who are working with them?**

**Will they be working in a group that is specifically for vulnerable adults?**(If you need any help answering these questions, please contact the Safeguarding Team who can help.) | NoNoNoYes |  |  |
| **What Parish/Benefice will they be based in?** | St. Thomas, Greendale |  |  |
| **Your name and email address** | Revd. Peter Timms Rector@stthomas.greendale |  |  |
| **Has the CofE Safer Recruitment process been completed?** | Yes |  |  |
| **Is their CDF fully completed and clear of blemishes?** | Yes |  |  |
| **Is an overseas check needed?** (Question 8 on the CDF) | No |  |  |
| **Name and email address of their ID verifier** | Mary Gogginsmrsgoggins@greendale.post |  |  |