

MCoC Guidance Notes for CRB Applicants

1. Guidance is given in the CRB's purple booklet (see www.crb.gov.uk Location: Home | Resource Library | Guidance Notes | Applicants Guidance). This shows which lines are compulsory.
2. The applicant must complete sections A to D and H, but *not* E, F, G, X, Y or Z.
3. If the applicant's title is Mrs, Ms and Rev, or a female Doctor, then section 'C' lines 20 & 21 *must* be completed even if the surname is the same as recorded in section 'A'. *All* previous names must be entered in section 'C' lines 20 – 27.
4. A continuous record of addresses is required for the previous five years. **There must be no gaps** (ie. If the end of a residency is 09 2003, the next must start in 09 2003).

Applicants should use a continuation sheet (blank pro-formas which follow the guidelines in the CRB's purple booklet are available from Andy Torbet) if they have had more than one previous address.

Please explain if there are any overlaps in address dates on a separate sheet so that this can be discussed with CCPAS.

5. In Section B item 13, the current positions used within MCoC are:
 - a. VOLUNTARY CHILDRENS TEACHER
 - b. VOLUNTARY TEENS GROUP TEACHER
 - c. TRUSTEE

6. In Section B item 14, the name and address of the church is:

B14 MIDLANDS CHURCHES OF CHRIST
B15 OFFICE 5, THE OLD BUS GARAGE
B16 HARBORNE LANE, SELLY OAK
B17 BIRMINGHAM
B18 WEST MIDLANDS
B19 B296SN (NB no spaces in the postcode)

Do's

- Make sure you use **BLACK INK THROUGHOUT** and write clearly in **BLOCK CAPITALS ONLY**.
- Place only one letter or number in each box. Leave an empty box between words; but **not** between postcodes or telephone numbers.
- Cross out any errors on the form and amend the correction to the right of the error. If there is no space to write next to a particular piece of information, write as close to the text as possible.
- Ensure signatures are wholly contained within the boxes provided.
- Use a paper clip to attach a continuation sheet and only write on one side of the sheet

Don'ts

- Don't use staples to attach any cheques, continuation sheets or additional information.
- Don't place any stickers or stamps on the form ie. featuring addresses or dates.
- Don't use correction fluid on the form. To correct a mistake, please follow the guidance above.
- Don't allow text to cross the edges of the boxes on the application form
- Don't put a line through a section of the form or state a field is 'not applicable'. If it is not relevant then leave it blank.

Valid Identity Documents

Three documents must be seen from the lists below, at least one document must come from Group 1.

All documents **must be in your current name** (*ie in most cases this will mean that for married women a marriage certificate will only be used to show a valid change of name*). At least one document must show your current address and at least one document must show your date of birth.

Therefore in most cases the following will be taken as acceptable proof of identity:

Passport	OR	Passport	OR	Original UK Birth Certificate
Birth Certificate		UK driving licence		Utility Bill
Utility Bill		Birth Certificate		Bank Statement

A marriage certificate, decree nisi or deed poll will be used to show proof of a change of name.

Group 1

- Passport - any nationality
- UK Birth Certificate - issued within 12 months of date of birth – full or short form acceptable
- UK issued Driving Licence - England/Wales/Scotland/Northern Ireland; either photocard or paper. A photocard is only valid if the individual presents it with the counterpart licence
- EU Photo Identity Card - EU countries only
- HM Forces ID Card
- UK Firearms Licence

Group 2

- Marriage Certificate
- Financial Statement** - e.g. pension, endowment, ISA
- Birth Certificate
- Vehicle Registration Document
- UK P45/P60 Statement**
- Mail Order Catalogue Statement*
- Bank/Building Society Statement*
- Court Claim Form** - documentation issued by Court Services
- Utility Bill* - electricity, gas, water, telephone – inc. mobile phone contract/bill
- Exam Certificate - e.g. GCSE, NVQ
- TV Licence**
- Addressed Payslip*
- Credit Card Statement*
- National Insurance Card
- Store Card Statement*
- UK NHS Card
- Mortgage Statement**
- Benefit Book - Child Allowance or Pension
- Insurance Certificate**
- Certificate of British Nationality
- Council Tax Statement**
- Work Permit/Visa**
- A document from UK Central/Local Government/Government Agency/Local Authority giving entitlement* - for example, from the Benefits Agency, the Employment Service or the Inland Revenue
- Connexions Card

*documentation should be less than three months old

**issued within past 12 months