

## Enrolment Application Form Guidance

These notes should be read in conjunction with the CRBS enrolment application form. They offer a simple step-by-step guide to completing the form. Should you encounter any difficulties with either the form or the notes on guidance, please telephone a member of our enrolment & assessment team on **01786 849777 option 1** or email CRBS at **info@crbs.org.uk**.

The enrolment application form should be completed in **BLOCK CAPITAL LETTERS** using **Black Ink only**. You should write only in the boxes provided. Please ensure that the writing is contained within the boxes.

This form must be completed by the person who wishes to be the Lead person for the organisation.

### NOTE A Type of Application

- A1** Cross (x) one box only.  
Cross (x) Initial Enrolment if the organisation is enrolling for the first time.  
Cross (x) Modify Lead Person Box if change of Collator/Lead Signatory only.

### NOTE B Organisation Details

- B1-B2 (Organisation Name):** This should be the official name of the organisation and should be detailed in full. Where appropriate, this should be the name which is enrolled with Companies House, or the Office of the Scottish Charity regulator (OSCR). Otherwise, this should be the name by which you are generally known.
- B3 (Enrolled Bode Code):** Leave blank for initial enrolment.

### NOTE C Lead Person Details

- C1** This section must be completed with the contact details of the lead person within the organisation.

#### Organisation Contact Details

- C2 (Position in Organisation):** This should be the individual's current position e.g. Director, Chairperson, Head of Personnel etc.
- C3 (Contact Phone No.):** This is the contact number for the new lead person.
- C4 (Contact Fax No.):** This is the fax number for the new lead person.
- C5 (E-mail Address):** Complete as appropriate.
- C6/7 (Contact E-mail Address):** This is the e-mail address of the lead person.

#### Organisation Address

- C8-C12 (Organisation Address):** This is the postal address for the organisation.

## Name(s)

- C13 (Title):** Please indicate your title. Examples of "Other" may be "Rev", "Doctor", etc.
- C14 (Present Surname):** This should be your current surname.
- C15/16 (Present Forenames):** This should include all forenames.
- C17 (Mother's Maiden or Family Name):** This is your mother's name before she was married.

## Birth Details

- C18 (Date of Birth):** Please enter date of birth as it appears on your birth certificate, e.g. 24/11/1974.
- C19 (Town of Birth):** This should be the postal town where you were born.

## Additional Information

- C20 (Passport):** Complete as appropriate.
- C21 (Passport No.):** Your passport number can be found on the inside back page of a full UK or European Passport e.g. 34578921. The date of issue can also be found on the same page. It is recognised that not everyone holds a passport. In this case please leave this section blank.
- C22 (Driving Licence):** Complete as appropriate.
- C23 (Driving Licence No.):** A UK driving licence number comes in the form of a sixteen-digit number and letter combination (split 5/6/5) e.g. ROSS7/758921/PC7RA. The validity date is shown clearly on the licence. If you do not hold a driving licence, please leave this section blank.

## Home Address

- C24-C30** This section must be completed with full details of your current home address, including the date from which you have been resident at this address.

## NOTE D Declaration

- D1-D2 (Signature & Date):** Please make sure that you read this declaration carefully before signing and dating the form.

**Do not continue beyond this section if you are completing the form for Modifying Lead Person (change of Collator/Lead Signatory)**

**Continue only if this application is for initial enrolment**

**SECTION 1**

- E1 (Companies House No):** This is your registration number with Companies House.
- E2 (Registered Care Service):** Complete as appropriate.
- E3 (Type of Care Service):** This is the type of service which you are registered with the Care Commission.
- E4 (Registration No):** This is your registration number with the Care Commission.
- E5** Complete as appropriate.
- E6 (Registered Charity):** Complete as appropriate.
- E7 (Registered Charity No):** This is your registered Charity number or trust number.
- E8 (Purpose and Beneficiaries of Charity):** Please detail here information about your organisations registration with OSCR (The Office of the Scottish Charity Regulator) - What is its purpose? What type of beneficiaries is this for?
- E9 (Police Act Disclosures):** Complete as appropriate. For more information please see the CRBS website.
- E10 (PVG Applications):** Complete as appropriate. For more information please see the CRBS website.
- E11/E12 (Disclosure Policies):** Mark one box only, depending on how you are going to handle disclosure information. It is mandatory that you have a secure storage, handling, use, retention and disposal of disclosure information policy in place as part of your enrolment with CRBS. Please enclose a copy of the policy for your organisation with your completed enrolment application form.
- E13-E15 (Disclosure Policies):** Please indicate which of these policies you will be using in your organisation, if any.
- E16 (Recruitment Tools):** Please indicate if you will be using recruitment tools. For more information please refer to our website [www.crbs.org.uk](http://www.crbs.org.uk).
- E17-E18 (Function/Purpose of Organisation):** Please detail here information about your organisation – What is the purpose? Who are your services aimed at? Do you work/volunteer with children or protected adults?

**SECTION 2**

- E19** Complete as appropriate.
- E20** Complete as appropriate. This section should only be completed if your organisation is a further education institution.

**E21-E23** We are looking for evidence here that your organisation is not-for-profit. Please detail how your organisation is funded i.e. through lottery funding, local authority funding, fund raising activities.

**E24** Please cross appropriate box(es) to detail who your organisation provides a service to.

### **SECTION 3 - Children**

**E25-E30 (Services to Children):** Complete as appropriate. The answers to these questions will determine whether or not you have positions within your organisation that fall within the scope of regulated work with children.

### **SECTION 4 - Adults**

**E31-E39 (Services to Adults):** Complete as appropriate. The answers to these questions will determine whether or not you have positions within your organisation that fall within the scope of regulated work with adults.

## **NOTE F Authorisation**

**Please leave this section blank: to be completed by CRBS**