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| **EA_Logo_SMALL** | **ACCESS NI**  **PIN NOTIFICATION AND ID VALIDATION FORM (PAID)** |

**This form is for use for paid staff ONLY**

**PLEASE NOTE THERE IS A CHARGE OF £33.00. IF YOU WISH TO PAY BY CREDIT/DEBIT CARD, PLEASE PHONE: 028 2566 1193; ALTERNATIVELY, PLEASE FORWARD A CHEQUE OR POSTAL ORDER PAYABLE TO ‘EDUCATION AUTHORITY’ ALONG WITH THIS FORM**

**NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **JOB POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME & ADDRESS SCHOOL/LOCATION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Applicant instructions**

1. Complete the Applicant Consent (Page 2).
2. Provide the relevant identification documents (Pages 3 and 4) to the Principal or Line Manager for completion of the Identity Validation (Pages 3 and 4).
3. Go to [www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body](http://www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body).
4. Select the green button to Apply for an enhanced check through a registered body.
5. Register your account by creating a user ID and password [keep these details safe as you will need them to track the progress of your case].
6. Once you have successfully logged in, you will be taken to the on-line application..
7. Enter the PIN number below at Step 1 of the form completion

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| **4** | **2** | **4** | **6** | **4** | **5** |

1. Complete the remainder of the form and click on  **confirm and proceed**  to finish the on-line process.
2. You must note the 10 digit AccessNI reference number in the boxes below:-

|  |  |  |  |  |  |  |  |  |  |  |  |
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| Application Reference[[1]](#footnote-1) |  |  |  |  |  |  |  |  |  |  |  |

1. Return this form to the Education Authority.

***N.B. A single AccessNI disclosure certificate will be issued to the applicant. If disclosure information is detailed on the certificate the Education Authority will require the original certificate in completing its pre-employment checking process.***

# **Applicant Consent**

**Rehabilitation of Offenders Order 1978**

The majority of Education Authority posts are exempt from the Rehabilitation of Offenders Order 1978. Appointment to such posts will be subject to the satisfactory completion of criminal background checks by Access NI. It should be noted that having a criminal record does not necessarily debar you from employment. Each individual case is considered on its merits taking all relevant factors into account. The Education Authority policy on Employment of Ex-Offenders and the Policy statement on Management, Handling and Storage of Disclosure information are available on the website [www.eani.org.uk](http://www.eani.org.uk)

The Access NI Code of Practice is available on the website [www.accessni.gov.uk](http://www.accessni.gov.uk)

**Barred lists**

Where an individual is working in **regulated activity**, that individual is eligible for a **barred list check**.  The following links provide more information about regulated activity and the barred lists:

[www.nidirect.gov.uk/articles/regulated-activity-vulnerable-groups](http://www.nidirect.gov.uk/articles/regulated-activity-vulnerable-groups)

[www.nidirect.gov.uk/articles/information-disclosed-about-you](http://www.nidirect.gov.uk/articles/information-disclosed-about-you)

The “barred list” is the list of those people in England, Wales and Northern Ireland that are not allowed to work with children or vulnerable adults.  It is unlawful and a criminal offence for persons on this list to apply for work with these groups.  There is a separate list in Scotland, which AccessNI checks too.

All posts necessitating an AccessNI Enhanced check include a check of one or both barred lists.

# **CHILD PROTECTION: PLEASE TICK ‘YES’ OR ‘NO’:**

# Is there any reason as to why you would not be suitable to work with children/young people in an educational setting?

# Yes No

If ‘Yes’, please provide details below:

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# **DECLARATION: PLEASE READ THE FOLLOWING STATEMENTS, THEN SIGN AND DATE BELOW:**

# I confirm I have read the explanation provided above regarding the barred lists and understand the implications

# of making a barred list check application.

I consent to a check being carried out against one or both barred lists.

I agree to supply the original Enhanced Disclosure Certificate to the Education Authority immediately on request, and prior to commencing any employment with the Authority.

Signed…………………………………………………………………………. Date……………………………………

**Identity Validation - for completion by Principal or Line Manager**

All applicants must **provide a minimum of 3 documents and the documents must be original** not copies**.** Applicants can follow one of two routes;

**Route 1**

An applicant must provide;

* 1 document from Group 1; and
* 2 further documents from Group 1 or Group 2a or Group 2b

At least one of the documents must show the applicant’s current address.

**Route 2**

This applies only where an applicant does not have Group1 documentation. The applicant must provide;

* 4 documents from Group 2a and 2b

One document must be a birth certificate issued after the time of birth. One document must show the applicant’s current address

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| **Applicant details as they appear on the ID documentation provided:** | | | | | | | | | | | | | |
| Full name |  | ……………………………………………………………………………….. | | | | | | | | | | | |
| Date of Birth | : |  |  | / |  |  | / |  | |  |  |  |
|  |  |
| Current postcode | : |  |  |  |  |  |  |  |

**I confirm I have seen the original ID documentation as indicated on the attached sheet.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of ID check | : |  |  | / |  |  | / |  |  |  |  |
| Signed | : | ………………………………………………………………………. | | | | | | | | | | |
| Name (Capitals) | : | ………………………………………………………………………. | | | | | | | | | | |
| **COMPLETED FORMS should be retURNED TO:**  **ACCESS NI UNIT, EDUCATION AUTHORITY,**  **BALLYMENA OFFICE, BALLEE CENTRE, BALLEE ROAD WEST, BALLYMENA, BT42 2HS**  **OR ALTERNATIVELY EMAIL TO:**  **accessni@eani.org.uk** | | | | | | | | | | | | |

**PRINCIPAL/LINE MANAGER – YOU MUST TICK BOXES TO INDICATE WHICH DOCUMENTS WERE PRODUCED**

**Group 1: Primary identity documents**

|  |  |
| --- | --- |
|  | Current passport (any nationality) |
|  | Biometric Residence Permit (UK) |
|  | Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EEA country) |
|  | Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth |
|  | Original long form Irish birth certificate –issued at time of registration of birth |
|  | Adoption certificate (UK, Isle of Man or Channel Islands) |

**Group 2a: Trusted Government Documents**

|  |  |
| --- | --- |
|  | Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth |
|  | Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands) |
|  | HM Forces ID card (UK) |
|  | Firearms licence (UK and Channel Islands) |
|  | Electoral ID card (NI only) |
|  | Currently driving licence photocard ( full or provisional) |
|  | Current UK driving licence (full or provisional paper version) |
|  | Immigration document, visa or work permit |

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|  | Mortgage statement (UK or EEA) (Issue date within the last 12 months) |
|  | Financial statement (UK)\*\* for example, ISA, pension or endowment (Issue date within the last 12 months) |
|  | P45/60 statement (UK and Channel Islands) (Issue date within the last 12 months) |
|  | Land and Property Services Agency rates demand (NI only) (Issue date within the last 12 months) |
|  | Council tax statement (Great Britain and Channel Islands) (Issue date within the last 12 months) |
|  | Credit card statement (UK or EEA) (Issue date within the last 3 months) |
|  | Bank/Building Society Statement (UK or EEA) (Issue date within the last 3 months) |
|  | Bank or Building society statement - Countries outside the EEA (Issue date within the last 3 months) |
|  | Bank / Building Society Account Confirmation Letter (Issue date within the last 3 months) |
|  | Utility Bill (UK or ROI)\* – not mobile phone (Issue date within the last 3 months) |
|  | Benefit statement (UK and Channel Islands) (Issue date within the last 3 months) |
|  | Central or local government, government agency or local council document giving entitlement. For example from the Department for Work and Pensions, HMRC (UK and Channel Islands) (Issue date within the last 3 months) |
|  | EU National ID card |
|  | 60+ or Senior (65+) SmartPass issued by Translink (NI only) |
|  | yLink card issued by Translink ( NI only) |
|  | Cards carrying the PASS Accreditation logo (UK and Channel Islands) |
|  | Letter from a Head Teacher or Further Education College Principal (16-19 year olds in full time education – only to be used when other documentation cannot be provided)\*\* |
|  | Letter of sponsorship from future employment provider or voluntary organisation |

**Group 2b: Living and Social History Documents**

1. This is the 10 digit case reference number provided on the confirmation page and email when the applicant completes their details on the AccessNI on-line system. [↑](#footnote-ref-1)