

ARC Disclosure Service

Employer's Registration Form (PLEASE PRINT THROUGHOUT)

Name of Manager:

Name of Organisation/HQ:

Address:

Tel No:

Email address:

We would like to register with ARC's Disclosure service and confirm the following procedures are in place (please tick as appropriate):

- When advertising for vacancies which require PVG Scheme membership we will make this known in our recruitment literature.
- We have a written policy on the recruitment of ex-offenders.
- We have a written security policy concerning the handling and safe-keeping of information.
- We have read and will comply with Disclosure Scotland Code of Practice
- We would like to receive PVG disclosure information by
(choose one route only): letter
PVG disclosure certificate by 1st class post
- *If you choose to receive PVG disclosure certificate by post, you must have a secure place to store the certificate.*
- I understand I will be invoiced on a monthly basis as required.

Invoice Address - if different

Name:

Address:

EMAIL address for Invoices:

- I confirm that our organisation carries out 'regulated work' with:

Children (under 18 years of age)

Protected adults (aged 18+)

both Protected Adults and Children

- The following person/s has/have been nominated by this organisation to complete Part E on the PVG Scheme application form:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

- The following person has been nominated by this organisation to receive the PVG disclosure certificate:

Name:

***Please return this form: via email to
disclosureservice@arcuk.org.uk***

or

***ARC Disclosure Service, 10a Marsden Street, Chesterfield
S40 1JY***