

# Yorkshire RFU

## Guidance for completing the Enhanced CRB Disclosure Form

### Return completed forms to the Yorkshire Office

#### **Basics**

- Read this information carefully.
- You will need a **black** ink pen.
- You must use CAPITAL letters.
- If you make a mistake, put a line through the mistake and write the correct information to the RIGHT of the mistake. DO NOT use correction fluid; Tippex; stick on paper.

#### **Common Mistakes**

Too many CRB forms are returned because of errors in completion. This wastes everyone's time and delays your approval to work with young people. This lists set out the common mistakes – please try to avoid them.

- Applicant ticks Mrs but has not included a maiden name.
- Applicant ticks Ms but does not indicate whether or not they have been married.
- Details of Group 2 documents not included with application.
- Sections E, F, or G have been completed – these should be left blank.
- Blue or red ink used – **BLACK** ink is compulsory.
- CAPITALS not used.
- Staples, stickers or correction fluid used.
- Position applied for not completed.
- Address history does not cover a consecutive 5 year period.
- Insufficient I.D. Documents.
- Details on I.D. documents do not match those on the rest of the form.
- Middle name(s) not entered.
- Ticks in boxes not crosses as required.
- **X** in box extends outside the box.

#### **Section A**

- Put X in the box next to your title.
- Give your current surname; forename and any middle names in the appropriate boxes.
- Give your current address and the date that you moved in. Leave a gap between words but not between the letters and numbers in your postcode.
- Enter your date of birth in the correct format DDMMYYYY.

Note that if a female uses the title “Ms”, CRB assumes that the applicant has been married and is currently divorced although this may not be the case. If the applicant has been married then they should include all names (maiden and married) in the appropriate boxes in Section C.

If the female applicant has not been married and prefers to use the title Ms the applicant must provide an additional sheet stating that she has never been married and prefers the title Ms.

#### **Return forms via the Yorkshire Office**

Unit 7, Griffin House, Station Road, Morley, Leeds LS27 8JW

**John Sheppard CB Safeguarding Manager**

**01302 724383 (H)**

**[Oldshep@talktalk.net](mailto:Oldshep@talktalk.net)**

**07801 537130 (M)**

## **Section B**

- State your position in the Club on Line 13.
- Enter the name of the Club on Line 14.
- Enter the address of the Club on Lines 15 – 19.

The position that you are applying for or currently hold is very important and should be as detailed as the title allows: Coach should be replaced by Childrens Rugby Union Coach  
Volunteer by Childrens Team Manager; kit person; youth first aider etc.,  
depending on the nature of the role.

## **Section C**

- Give any name changes from the age of 10 upwards. The applicant should also give the dates these names were used from and to.
- Enter your place of birth as shown on your birth certificate
- Enter phone numbers – not mandatory but can help if there is a problem with the application.

## **Section D**

- Any addresses you have had in the past five years should be entered, other than your current address which is shown in Section A'
- If you have moved more than twice you will need to list your other addresses on an RFU continuation sheet or alternatively on a blank sheet giving the required details as stated in Section D.
- Continuation sheets should include the applicant's full name; the Form Reference Number; the applicant's full address.

**It is vital that there is a continuous address history for the past 5 years – no gaps or overlaps!**

**Section E** {These are no longer required. Please Leave Blank

**Section F** {

**Section G** {

**Section H**

Please indicate any spent convictions by putting an X in the appropriate box. If in doubt disclose.

CRB now only require 1 signature – entered within the Signature of Applicant box – **Line 68**

Finally you must complete the date.

**Section X** This section is normally completed by the C.S.O. or the District or CB Safeguarding Manager. Only people who hold a current RFU CRB check can check identification. It must not be completed by the applicant.

- At least three forms of evidence of identification are required – see lists provided.
- Make sure that Passport/Diving Licence numbers are entered correctly.
- Include *valid from* or *issue dates* where applicable.
- Date of birth should be included and should be checked against the correct documents and against that entered in Section A.
- Indicate evidence of current address via brief note e.g. *Gas bill – Aug 09, Bank Statement Sept 10*
- **Whoever completes Section X must complete a Confirmation of Disclosure form.**

**Section Y is to be completed by the RFU and should be left blank**  
**Return completed form plus additional sheets (as required) to Yorkshire RFU Office**

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