

NEW LEADER / HELPER APPLICATION FORM

This form is for congregational use, please retain this document in accordance with your church's GDPR policy. Do not send this form to the safeguarding department.

Section 1 – To be completed by applicant

Personal Details

Title: _____

Forename: _____

Surname: _____

Date of Birth: _____

Current Address: _____
(Include postcode) _____

Phone number: _____

Email address: _____

Name of church: _____

How long have you been attending this church? _____

Parental Signature (if applicant is under 18): _____

References

References should be from people who have had first-hand knowledge of the individual's work with children/young people and have known the applicant for at least two years. (*Referees **should not** be family members, the minister, DP or either of the interviewers.*)

1st Referee

Name: _____

Address: _____

Phone/Email: _____

2nd Referee

Name: _____

Address: _____

Phone/Email: _____

Section 2 – To be completed by Organisation Leader / Elder / Designated Person / Appointed Person

Possible questions to ask

(Please refer to [Church-Leader_Helper-Recruitment-Questions-June-2026.docx](#) for other questions)

Why would you like to serve as a leader/helper?

Can you please share your journey with faith up to this point in your life?

What gifts or strengths do you feel God has given you to work this role?

Serving

Which area are you interested in serving in? (Please tick where applicable)

- ☐ Welcome Team
- ☐ Children's Ministries
- ☐ Youth
- ☐ Worship
- ☐ Prayer
- ☐ Media/Tech
- ☐ Other (please specify)

As part of your role, you may be required to undergo an Enhanced AccessNI check. Are there any convictions that may prevent you from fulfilling the requirements of this role?

☐ Yes

☐ No

If yes, please specify

Recruitment Process - Interview

Please confirm an interview has been conducted for this specific role i.e., Has a discussion taken place with the applicant? Has the interview been conducted by the Organisation Leader and Elder, Designated Person or appointed person? Has the applicant demonstrated suitability for the role? Records of the interview should be retained and recommendation of appointment forwarded to Kirk Session. *(Please tick)*

☐ Yes☐ No

Please confirm a record of the interview process has been recorded and retained for future reference and is kept in a secure manner *(please adhere to your churches GDPR policy for retaining recruitment documentation.) (Please tick)*

☐ Yes☐ No**Outcome / Decision**

Interviewed by Organisation Lead / Designated Person / Elder / Appointed Person

Interviewer 1

Name: _____

Position: _____

Interviewer 2

Name: _____

Position: _____

Is this a paid role?

☐ Yes☐ No

If yes, has the appointed person seen proof of right to work i.e. National Insurance Number, British/Irish Passport? *(Please state below)* (Please check [Right to work checklist](#) for other acceptable documents)

Identity Validation – to be completed by interviewer *(Please see pages 5 & 6 for list of acceptable documents)*

Date of ID check: _____

Signature: _____

Name (capitals): _____

Position: _____

I recommend that the above applicant proceeds in the appointment process and applies for an Enhanced AccessNI application (if applicable). (Please tick)

☐ Yes

☐ No

Signature: _____

Date: _____

I confirm that confirmation has been received from PCI Safeguarding Department that an Enhanced AccessNI certificate has been issued.

Designated Person Signature: _____

Date Issued: _____

Section 3 – To be completed by Kirk Session

Decision made and agreed by Kirk Session *(please tick)*

☐ Approved

☐ Not Approved

Signature of Kirk Session

Member: _____

Meeting Date: _____

List of acceptable documents (*please tick which documents you have examined*).

Documents		Notes
	Original Birth Certificate (issued within 12 months of birth)	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
	Certified copy of birth certificate (issued more than 12 months after time of birth)	UK, Isle of Man, Channel Islands or Ireland
	Long form Irish birth certificate (issued at time of registration of birth)	Ireland
	Adoption Certificate	UK, Channel Islands or Ireland
	Passport	Any current and valid passport
	Irish Passport Card	Cannot be used with an Irish passport, Current and Valid
	Current driving licence photocard	Full or provision - UK, Isle of Man, Channel Islands or Ireland
	Current driving licence (full or provisional) - paper version (if issued before March 2000)	UK, Isle of Man, Channel Islands and Ireland
	e-Visa	Upload weblink and share code.
	Application Registration Card (ARC)	Issued by the Home Office. Must be checked against the Home Office Employer Checking Service
	Immigration document, visa or work permit	Issued by a country outside the UK. Valid only for roles whereby the Applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based, Current and Valid
	Electoral ID card	Northern Ireland only
	Marriage / Civil Partnership certificate	UK, Channel Islands or Ireland
	HM Forces ID card/HM Armed Forces Veteran card	UK
	Firearms licence	UK, Channel Islands and Isle of Man, Current and Valid
	Mortgage Statement	UK or Ireland, dated within 12 months
	Financial statement, for example ISA, pension or endowment	UK or Ireland, dated within 12 months
	P45 or P60 statement	UK or Channel Islands, dated within 12 months
	Land and Property Services rates demand	Northern Ireland only, dated within 12 months
	Council tax statement	UK or Channel Islands, dated within 12 months
	Credit tax statement	UK or Channel Islands, dated within 12 months
	Bank of Building Society Statement	UK, Channel Islands or Ireland, dated within 3 months
	Bank of Building Society Statement – Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
	Bank of Building Society account opening confirmation letter	UK. Issued within last 3 months
	Utility bill (not mobile phone)	UK or Ireland, dated within 3 months
	Benefit statement, for example Child Benefit, Pension etc	UK, dated within 3 months

	Official Government/Council Document	Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions or, the Employment Service, dated within the last 3 months. HMRC self-assessment or tax demand letter, dated within 12 months. UK and Channel Islands
	European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	UK, must be valid
	EEA National ID card	Current and Valid
	SmartPass issued by Translink	Northern Ireland
	Link card issued by Translink	Northern Ireland
	Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands, Current and Valid. Issued by an approved digital PASS provider with a QR code to confirm details.
	Letter from head teacher or further education college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided. Issued within the last month.
	Letter of sponsorship from future employment provider or voluntary organisation	Non-UK only - Valid only for Applicants residing outside UK and Ireland at time of application
	Exceptional circumstances – Document agreed with organisation	Cannot be used unless advised by organisation