

INFORMATION FACT SHEET

The following must be done straight away, please read and carry out the following three steps before completing any of the enclosed forms.

STEP 1

CRB DISCLOSURE FORM

Criminal Records Bureau clearance is an essential part of your employment requirements and must be treated as urgent. Failure to obtain full Enhanced CRB clearance before your start date will result in the retraction of any job offer made by Camp Beaumont.

If you already have the original copy of your Enhanced Disclosure form dated after September 2004 with Camp Beaumont Day Camps as the Name of the Employer you do not need to apply for a new CRB disclosure form. Please move to step two and enclose your original Enhanced Disclosure form to Head Office with your other joiner details. This will be returned to you when we have clearance from OFSTED for you to work for us this summer. If you do not have an Enhanced Disclosure Form dated after September 2004 please continue to follow step 1...

ALL STAFF MUST BE CRB CLEARED ON CAMP.

To fill in the CRB application form please follow the instructions below carefully.

- USE BLACK PEN ONLY
 - DO NOT USE TIPEX ON THIS FORM AS THIS WILL INVALIDATE THE DOCUMENT
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 - **Section A.**
 - Title, Full Name (Including any middle names) and Address with Postcode and date moved in.
 - Go to Section D if current address less than 5 years
 - Date of Birth
 - National insurance number
 - **Section B.**
 - State your position contracted for e.g. “Group Leader, Activity Instructor, Nursery Leader”
 - The organisation name is “CAMP BEAUMONT DAY CAMPS”
 - The organisation Address is “The Old Rectory, Beeston Regis, Norwich, Norfolk, NR27 9NG”.
 - **Section C.**
 - Any other names you have been known as, if none then leave blank.
 - **Section D.**
 - Address History if at present address less than 5 Years
 - **Sections E,F,G**
 - Please Leave Blank
 - **Section H.**
 - Please sign both boxes and Date (black pen only) Do not go out side of the boxes
 - **Sections X,Y,Z**
- To be completed by Camp Beaumont Day Camps Head Office.

If you are having any difficulty with any part of this form visit the web site for the Criminal Records Bureau to see a sample form www.disclosure.gov.uk/PDF/CRB11.pdf. Once you have completed the CRB form please mail it to Camp Beaumont Head Office, Recruitment Dept straight away.

REMEMBER, NO CRB = NO EMPLOYMENT!

STEP 2

IDENTIFICATION

Originals of all paperwork in this section must be returned to Camp Beaumont Head Office within 14 days to secure job offer

- A) Passport (if you have one)
- B) Birth certificate
- C) Driving licence (if you have one)
- D) Certificates for all qualifications shown on application form.
- E) An up to date passport size photograph (original not copied)

Send originals Registered Delivery to Camp Beaumont Day Camps as we will not be held responsible for loss of documents we will return them by registered post.

STEP 3

CONTENTS OF YOUR JOINER PACK

All paperwork in this section must be returned to Camp Beaumont Head Office within 14 days to secure job offer

CONTRACT

- Return only ONE signed copy of the contract and retain the other copy for your own reference.
- We DO NOT acknowledge receipt of returned documents.

PRE-EMPLOYMENT QUESTIONNAIRE

- A confidential personal information and medical form, which will be held by the management team of your camp of employment in case of emergency - please complete ALL sections.

JOINER AND PAYMENT DETAILS

- Please ensure all details are completed fully and accurately, as any errors may affect your payment.
- Please note bank account numbers all contain 8 digits, with the exception of Lloyds Bank Plc. Do not put down any number longer than 8 digits. If you hold a Building Society account you will also need to include your reference number.

TAX FORMS

- Please complete ONE tax form only and attach it to the back of your joiner form.
- The Tax Form you should complete is as follows:
 - P38** - All employees who are in full time education until 5th April next year, being employed during college/university holidays.
 - P46** - All employees who do not have a P45 and do not come under the P38 category. If none of the three questions apply to you, just sign and date the form)
 - P45** - Submitted by the applicant from their previous employer.

DECLARATION AND CONSENT FORM (DC2 / DC2A for Management only)

Please complete the following sections fully

- **Section 2** - fill in your personal details fully. (**DO NOT PUT UNIVERSITY ADDRESS IF YOU HAVE ANOTHER PERMINANT HOME ADDRESS**).
- **Section 3** - tick relevant boxes.
- **Section 4** - Read, then sign and date.