



## YFCU and Access NI Disclosure Applicant Information Leaflet

As part of the recruitment process for a role in which you have expressed an interest, a criminal record check is required to be completed. In Northern Ireland this check is undertaken by Access NI. Upon receipt of a valid application, a disclosure certificate will be issued to you at the end of the process, including criminal record and other relevant information.

You can find out more about Access NI and applications on the NI Direct website [here](#).

YFCU complies with Access NI Code of Practice which can be viewed via the links below:

- [Code of Practice](#)
- [YFCU Access NI and Disclosure Policy](#), which includes information on enhanced disclosures, the secure handling, use, storage and retention of your information and the definition of regulated activity.
- [YFCU Equal Opportunities Policy](#), which includes information on the recruitment of ex-offenders

Before you apply for an Enhanced check (with a Barred List check), you are required to disclose if there is any reason why you cannot work in Regulated Activity.

**A criminal record will not necessarily be a bar to obtaining a volunteering position. If you have any questions or concerns about the service, please feel free to contact YFCU HQ.**

The Access NI application must be made on-line through the NI Direct website. You will be required to set up a NI Direct account to complete your application. The application will be checked and authorised by an approved Countersignatory in YFCU before being transferred to Access NI for processing. For further information, please visit our website [here](#).

Access to NI Privacy Notice and YFCU Policies are available upon request prior to commencing the e-application form.

You should note the following information about the Access NI application:

1. The PIN to be used on the on-line application can be found on the Pin Notification and ID Validation form given to you.
2. Copies of your Identity documents should be sent to YFCU HQ
  - a. *N.B. these will be destroyed 90 days after the date the disclosure certificate is issued.*
3. Having a criminal record does not necessarily prevent you from obtaining a position (voluntary or paid) in YFCU.
4. A policy is in place that sets out the organisation's approach to recruiting ex-offenders
  - a. *Please see above for link of contact YFCU HQ for a copy*
5. The Access NI statutory Code of Practice is available on the NI Direct website and can also be viewed on [www.yfcu.org/accessni](http://www.yfcu.org/accessni)

If you have any questions in relation to this process you should, in the first instance, contact the person who asked you to complete the Access NI application.