How to Complete the Child Related Employment Screening Application Form

Complete Sections A & B
Mistakes can cause long delays. Please fill in your form carefully.

- Write clearly in **BLOCK LETTERS**.
- Make sure you **sign the form** in Part B: Declaration and Informed Consent.
- You must **provide your full name**, spelt correctly, in all sections of the form where it is requested.
- All dates should be written in the **DD/MM/YYYY** (day/month/year) format.

Section C: ID Verification and Section D: Requesting Officer
Arrange to meet with an Inspire Mentor Team staff member. They will verify your ID and post your application to the DCSI Screening Unit.

You do not need to pay for the screening; the cost will be billed to the mentoring program.

Once your application has been processed your screening letter will be posted to your current address. A notification will also be emailed to the Inspire Mentor Program team.

It is important to **keep your letter** in a safe place as it can be used for 3 years, replacements are not provided, and a new one will not be re-issued within the 3 year period.