

Role Description Form

Thank you for agreeing to be a
(Name of Role)

In
(Name of Church)

Below is a brief description of the role which you will be undertaking.

This role will be **Supervised / Unsupervised**

You will be responsible to
Please inform them immediately of any issues or problems that may arise.

You will be required to complete a Self- Declaration (Form LWF) and may also be asked to obtain an Enhanced Disclosure Certificate with or without a Disclosure and Barring Check dependant on the role you are carrying out.

Church Checklist to be completed by:

NAME:	
POSITION:	

Please tick boxes when actions completed

- ☐ LWF Completed
- ☐ References received
- ☐ Interview carried out
- ☐ Enhanced Certificate (if required)
- ☐ Disclosure and Barring List Checked (if required)
- ☐ Probationary Period Completed

All documents to be held securely and safely disposed of as required by the Data Protection Act.