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|  | **C:\Users\Sydnie\Documents\BCUK\Intern Scheme\Images\intern-scheme-bubble.png** |

**Due Diligence Form**

**September 2022 Intake**

**Privacy Notice**

The information in this due diligence form will be processed on the legal basis of contract and special category information is collected and processed on the legal basis of not-for-profit under Article 9(2)(d) of the General Data Protection Act by the Director of the Intern Scheme. Application forms will be stored and shared in a secure manner with the Executive Director, Senior Administrator and nominated members of the staff or Board of Trustees of Biblical Counselling UK for the purposes of assessing applications and administering the Scheme.

Application forms of candidates who accept a place on the Scheme will be deleted after two years, at the end of the Scheme or at the request of an Intern upon leaving the Scheme, if sooner. Application forms of unsuccessful candidates will be deleted in September 2022. Our full privacy notice is available on our website. Please contact the Director of the Intern Scheme at [interns@biblicalcounselling.org.uk](mailto:interns@biblicalcounselling.org.uk) with any questions.

**To be completed by the senior pastor of the applicant’s church**

Please complete this form by typing in the spaces indicated

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| Name of applicant | Click here to enter text. |
| Name of church | Click here to enter text. |
| Your name | Click here to enter text. |
| Your position | Click here to enter text. |
| Your email address | Click here to enter text. |

In addition to the application to Biblical Counselling UK’s Intern Scheme, we expect churches to conduct their own recruitment of the Intern (whether as employee or voluntary worker) in accordance with the Safer Recruitment best practice in place at your church.

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|  | We have or will carry out our own recruitment process of the individual as a voluntary worker or employee of the church in accordance with our current policies. |

We require churches participating in the Intern Scheme to carry out an enhanced DBS check (or basic check if enhanced is not possible) before the applicant commences ministry. Please tick the relevant box below:

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|  | We have already carried out an enhanced DBS check (or similar) on the applicant that is relevant to the area of ministry they will be in if accepted as an Intern. |
|  | We will carry out an enhanced DBS check (or similar) on the applicant before the applicant commences ministry |

**NB:** Where an enhanced DBS is not possible to obtain due to the change in which roles are applicable, we ask that churches complete a Basic Check and arranges to have the Intern sign a Declaration Form if possible. The NSPCC provide a template [here.](https://thecpsu.org.uk/resource-library/forms/self-declaration-form/)

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| How long have you known the applicant? |
| Click here to enter text. |

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| Do you have any concerns about behaviour now or in the past which might raise questions about this person’s suitability for this type of ministry? |
| Click here to enter text. |

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| Where relevant, please comment on the support of the applicant’s immediate family for them undertaking biblical counselling ministry. |
| Click here to enter text. |

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**To submit the due diligence form:**

1. Save this document as a “.docx” document with the following filename:  
     
   [applicant’s surname]\_[applicant’s first name]\_[DD].docx]  
     
   For example: Smith\_John\_DD.docx
2. Email this document together with the Application form and Grant Application form (if applicable) to:  
     
   **interns@biblicalcounselling.org.uk**