



Amber Valley CVS: A Centre for Voluntary Services

Amber Valley CVS Exists to Develop and be Part of a Vibrant Voluntary Sector

Important Points to remember when Completing the CRB Continuation Sheet

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Derbyshire
DE5 3HA

Please :

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- USE BLACK INK AND CAPITAL LETTERS
- WRITE NEATLY IN THE BOXES
- PUT AN 'X' IN THE BOXES, NOT A TICK
- NO CORRECTION FLUID
- LEAVE A BLANK BOX AS A SPACE BETWEEN WORDS
- DO NOT STRIKE THROUGH ANY SECTIONS OF THE FORM EVEN IF NOT RELEVANT TO YOU
- DO NOT STATE "NOT APPLICABLE" OR "NA" IN ANY SECTIONS
- DO NOT WRITE ANYWHERE ON THE FORM UNLESS INSIDE THE BOXES
- IF YOU MAKE A MISTAKE WHEN SELECTING ONE OF THE X BOXES, PLACE A CROSS IN THE CORRECT BOX AND CIRCLE IT
- IF YOU MAKE A MISTAKE WHEN COMPLETING YOUR FORM, PUT A LINE THROUGH THE MISTAKE, IF ENOUGH EMPTY BOXES REMAIN, WRITE THE CORRECT INFORMATION STARTING IN THE NEXT AVAILABLE TEXT BOX TO THE RIGHT. IF THERE IS NOT ENOUGH SPACE YOU MUST INCLUDE THE INFORMATION ON AN OFFICIAL CONTINUATION SHEET



