

## REG-02 – NEW MEMBER APPLICATION

<b>Member ID:</b> (For Office Use Only)	
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Please complete the form in **BLOCK CAPITALS** and **Black Ink**

### 1. PERSONAL DETAILS

<b>Callsign:</b>		<b>Surname:</b>	
<b>Forenames:</b>		<b>Known As:</b>	
<b>Date of Birth:</b>			<i>Preferred name on ID Card &amp; Email address</i>
<b>Home Tel No:</b>		<b>Mobile Phone No:</b>	
	<i>Ex directory - Please tick</i>		
<b>Nationality:</b>		<b>Home Address inc Postcode:</b>	
<b>Former/Dual Nationality:</b>			
<b>Place of Birth:</b>			
<b>Email Address:</b>			

### 2. MEMBER VERIFICATION CHECK

There is an increasing requirement on all types of organisations that its members' are confirmed as to who they are. This equally applies to voluntary and charitable organisations of which RAYNET-UK is one and is considered to be good recruitment practice. The requirement includes checks on each member to confirm their identity, where they live, that they are entitled to reside in this country and that they have no unspent convictions. RAYNET-UK requires that all new members undergo this check upon membership application.

#### A: CERTIFICATION OF IDENTITY (Including Document Reference Number)

	<b>Document Type:</b>	<b>Date of Issue:</b> (dd/mm/yyyy)
<b>A</b>	Type & name of document - List A	Date
	Document Reference Number	
<b>B</b>	Type & name of document - List B	Date
	Document Reference Number	

## B: CRIMINAL RECORD DECLARATION

RAYNET-UK may require access to or hold material or information that is the property of the Government. The organisation has a duty to protect these assets while in its possession and this obligation extends to its members. Since you are or may become such a person, please complete the following sections:

1. Have you ever been convicted or found guilty by a Court of any offence in any country (excluding parking but including all motoring offences even where a spot fine has been administered by the police), or have you ever received a community rehabilitation order (previously called probation), or absolutely/conditionally discharged or bound over after being charged with any offence, or is there any action pending against you? You need not declare convictions which are classed as "spent" under the Rehabilitation of Offenders Act (1974). Please give dates and sentence.

If Yes, please give details here

Yes  No

2. Have you ever been convicted by a Court Martial or sentenced to detention or dismissal whilst serving in the Armed Forces of the UK or any Commonwealth or foreign country? You need not declare convictions which are classed as "spent" under the Rehabilitation of Offenders Act (1974). Please give dates and sentence.

If Yes, please give details here

Yes  No

3. Do you know of any other matter in your background that might cause your reliability or suitability to have access to government assets to be called into question? Please give details.

If Yes, please give details here

Yes  No

## 3. RAYNET-UK EMAIL ADDRESS

RAYNET-UK offers all members the option to have an @raynet-uk.net email address as part of an Office 365 package. Also included are online versions of Microsoft Office packages (Word, Excel, Powerpoint, Outlook).

I would like a RAYNET-UK Office 365 account *(Please tick the box)*

I agree  do not agree  to the terms and conditions of the End User Agreement for the use of an @RAYNET-UK email address

**4. MEMBER COMMUNICATIONS**

*Please tick where appropriate*

Yes please - I would like to receive RAYNET National communications by email

Yes please - I would like to receive RAYNET Group communications by email

Yes please - I would like to receive RAYNET National communications by telephone

Yes please - I would like to receive RAYNET Group communications by telephone

Yes, please - I would like to receive RAYNET National communications by SMS

Yes, please - I would like to receive RAYNET Group communications by SMS

Yes please - I would like to receive RAYNET National communications by post

Yes please - I would like to receive RAYNET Group communications by post

**5. DECLARATION**

I agree to become a member of RAYNET-UK

I agree that I am in sympathy with the Company's aims and objects and agree to abide by its rules as circulated by RAYNET-UK

Should the company be dissolved, I promise to pay the maximum of £5.00 towards its debts if asked to do so

I am over 18 years of age

I declare that the information that I have given on this form is true and complete to the best of my knowledge and belief

<b>Signature:</b>		<b>Date:</b>	
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**6. DECLARATION FOR JUNIOR MEMBERS**

I, the undersigned, am legally responsible for the above named applicant and certify that to the best of my knowledge and belief, they are in sympathy with the Company's aims and objectives and agrees to abide by its rules as circulated by RAYNET-UK in so far as it is fair and reasonable for a person under the age of 18 years to do so

<b>Signature:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Parent</b> <input type="checkbox"/>	<b>Guardian</b> <input type="checkbox"/>

## 7. VERIFYING GROUP CONTROLLER/REGISTRATIONS OFFICER

I have personally examined the documents submitted in Section 2 of this form and have satisfactorily established the identity of the applicant

<b>Full Name:</b>	
<b>Callsign:</b>	
<b>Group Name:</b>	
<b>Group Number:</b>	
<b>Officer Role:</b>	
<b>Signature:</b>	
<b>Date:</b>	

## 8. FOR OFFICE USE ONLY

<b>Form Received</b>		<b>Form Processed:</b>	
<b>Group Name:</b>		<b>Group Number:</b>	
<b>Member ID:</b>		<b>MVC ID:</b>	
<b>ID Card Printed:</b>		<b>ID Card Posted:</b>	

**Important:** General Data Protection Regulation (GDPR) (EU) 2016/679. This form contains "personal" data as defined by the General Data Protection Regulation (GDPR) (EU) 2016/679. You will supply this information to the appropriate officer in the organisation for the purpose of RAYNET-UK membership registration and ongoing membership operations both nationally and at group level. The Organisation will protect the information provided and ensure that it is not passed to anyone who is not authorised to see it.

## SUPPLEMENTARY INFORMATION

If using the manual version of this form, the form must be completed in **BLOCK CAPITALS** and **Black ink**. Scanned forms that are sent electronically to the Registrations Co-ordinator must be readable. The online form can be completed using a .pdf reader, except for the signatures.

All boxes must be completed except where there is no **Former/dual nationality**.

### Section 2 A – Certification of Identity

The applicant must provide 2 acceptable forms of ID from the lists below. These may be a copy of the original providing the copy has been endorsed, confirming that it is a true copy, by a separate individual who is not a relative and preferably a Controller.

#### One item of ID from List A & one item of ID from List B

##### List A:

- a) Full current Passport
- b) Current UK photocard driving licence
- c) Birth certificate (long version only)
- d) Adoption Certificate
- e) Marriage Certificate
- f) Current firearms certificate
- g) Divorce/dissolution or annulment papers
- h) Civil Partnership certificate
- i) Gender recognition certificate
- j) Police registration document
- k) HM Forces identity card

##### List B

- a) Current full UK driving licence (old paper version)
- b) Recent HMRC tax notification
- c) Current evidence of entitlement to DWP benefits (e.g. Universal Credit, PIP, ESA)
- d) Recent original utility bill \*
- e) Local authority tax bill (valid for the current year) \*

- f) Bank, building society or credit union statement or passbook containing current address \*
- g) Recent original mortgage statement from a recognised lender \*
- h) Court order \*
- i) P45 or P60 \*

Those documents marked with an \* should be dated within the last six months.

Should a document be submitted for verification that is not on the list, the Registrations Co-ordinator will immediately reject the application, unless additional ID has been accepted by the Registrations Co-ordinator, prior to the application being submitted.

#### Who can verify these documents?

- a) **Member of CoM & National Registrations Co-ordinator** – can verify all RAYNET-UK members
- b) **County Co-ordinator** – can verify Group Controllers & Group members
- c) **Group Controller** – can verify Group members except for other Group Controllers
- d) **Group Registrations Officer** – can verify Group members except for Group Controllers

Please be advised that the identification can only be verified by a RAYNET-UK member who holds one of the above posts and has the Member Verification Check approval themselves.

All submitted IDs MUST have the type of document written or typed clearly, followed by the full date of issue, not just the month and year, or just the year. The account number must be clearly written or typed under the type of document.

The verifying officer will then complete Section 7 of this form.

### Section 2 B – Criminal Record Declaration

- 1) This section concerns unspent criminal convictions and asks that any **UNSPENT** criminal convictions are declared. Please tick in either the **Yes** or **No** box or

if using the online version, click on the appropriate box. If **Yes**, please complete the box giving:

- i) The type of conviction
- ii) Description of the conviction
- iii) Date of conviction
- iv) The sentence imposed

A conviction is not necessarily a barrier to gaining approval, however criminal convictions must be declared if they are not considered as **SPENT**.

- 2) Section 2 requires that any convictions by a Court Martial or sentences related to detention or dismissal whilst serving in the Armed Forces of the UK or any Commonwealth or foreign country are disclosed. Please tick either the **Yes** or **No** box or if using the online version, click on the appropriate box. If **Yes**, then the following information will be required:

- i) The type of conviction
- ii) Description of the conviction
- iii) Date of conviction
- iv) The sentence imposed

As with Section 1, a conviction is not necessarily a barrier to gaining approval, however criminal convictions must be declared if they are not considered as **SPENT**.

- 3) Section 3 requires the applicant to disclose whether there is any other matter in their background that might cause their reliability, or suitability to have access to governments assets to be called into question. Please tick either the **Yes** or **No** box or if using the online version, clicks on the appropriate box. If **Yes**, then the relevant details will be required.

### Section 3 – Office 365 End User Agreement

Use of email by RAYNET-UK members is permitted and encouraged where such use supports the goals and objectives of the organisation.

However, RAYNET-UK has a policy for the use of email whereby the member must ensure that they:

- I. comply with current legislation
- II. use email in an acceptable way
- III. do not create unnecessary business risk to the organisation by their misuse of the internet
- IV. use their RAYNET-UK address for email relating to the organisation and not for their own personal use

#### Unacceptable behaviour

The following behaviour by a member is considered unacceptable:

- I. use of RAYNET-UK communications systems to set up personal businesses or send chain letters
- II. forwarding of RAYNET-UK confidential messages to external organisations not considered to be part of the organisation's remit
- III. distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
- IV. distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
- V. accessing copyrighted information in a way that violates the copyright
- VI. breaking into RAYNET-UK's or another organisation's system or unauthorised use of a password/mailbox
- VII. broadcasting unsolicited personal views on social, political, religious or other non-RAYNET-UK related matters
- VIII. transmitting unsolicited commercial or advertising material
- IX. undertaking deliberate activities that waste effort or networked resources

- X. introducing any form of computer virus or malware into RAYNET-UK's network

### **Monitoring**

RAYNET-UK accepts that the use of email is a valuable company tool. However, misuse of this facility can have a negative impact upon productivity and the reputation of RAYNET-UK.

In addition, all of RAYNET-UK's email resources are provided for organisational purposes. Therefore, RAYNET-UK maintains the right to examine any systems and inspect any data recorded in those systems. In order to ensure compliance with this policy, RAYNET-UK also reserves the right to use monitoring software in order to check upon the use and content of emails. Such monitoring is for legitimate purposes only and will be undertaken in accordance with a procedure agreed with members.

### **Sanctions**

Where it is believed that a member has failed to comply with this policy, they will face RAYNET-UK's disciplinary procedure. If the member is found to have breached the policy, they will face a disciplinary penalty ranging from a warning to termination of the e-mail facility. The actual penalty applied will depend on factors such as the seriousness of the breach and the member's disciplinary record.

### **Cessation of membership**

Upon the cessation of membership of the organisation, for whatever reason, the RAYNET-UK address and all associated messages, images, attachments etc, will be deleted from the system.

### **Agreement**

All RAYNET-UK members who have been granted the right to use RAYNET-UK's email services are required to sign this agreement confirming their understanding and acceptance of this policy.