

RS07 DBS Policy – Appendix 3

DBS Status Check Consent Form (DBS Update Service)

This section is to be completed by the applicant.

This job is subject to a satisfactory criminal records disclosure check. You have advised us that you subscribe to the DBS Update Service. We are required to obtain your permission to check the status of your DBS disclosure to find out whether it is current and whether there have been changes since the original check was made. We need the following information for processing for this check and possible re-checks in the future. Please complete the following in block capitals and sign to give your consent.

Applicant's name (as on certificate):

Certificate number:.....

Date of birth on certificate:

I confirm that I have provided my original DBS certificate and consented to allow the status check. I confirm that the information above has been provided by me and is correct.

Signature of applicant:.....

Date of completion:.....

This section is to be completed by the Recruiting Manager

Please tick the appropriate box below to advise which Workforce the applicant's current disclosure relates to. **If the disclosure is not for the appropriate Workforce a new DBS check will be needed.**

Child Workforce - positions that involve working/volunteering with children.	
Adult Workforce - positions that involve working/volunteering with adults.	
Child and Adult Workforce - positions involving working/volunteering with children or adults.	
Other Workforce - position that does not involve working/volunteering with children or adults.	

I confirm that:

- the requested status check is for the preferred candidate/volunteer
- I have seen the original DBS certificate, and confirm the name, number and DOB is the same

- the applicant has personally completed the above information
- if a Barred List check is require, the DBS Certificate indicates the correct one

Name of manager:.....

Position:.....

Signature:.....

Date of signing:.....

Please send this to Payroll Services by uploading the form on LetsGoDirect. Payroll Services will check the Update Service and will advise whether there has been no change or if you need to take further action.