

# DBS Consent Form

(TO BE COMPLETED BY PREFERRED CANDIDATES/VOLUNTEERS)

## **Applicant Name:**

I acknowledge that in order to process my application to be employed / engaged by the school that an enhanced DBS check will be undertaken or I will be required to produce an acceptable enhanced DBS certificate, including a Children’s Barred list check where this is required for the post I am applying for.

I confirm that I will produce an original DBS certificate to the school within a reasonable timeframe in order for the school to proceed with my application/engagement. If a new DBS check has been carried out by the school, I understand I am required to produce the original DBS certificate within 5 working days following my receipt of it. I acknowledge that if I fail to produce my original DBS certificate within a reasonable timeframe, the school may not proceed with my application.

I understand that if I commence work before I receive my DBS certificate and/or produce it to the school that this will be on a conditional basis as set out in my conditional offer letter/conditional contract/volunteer agreement. If my DBS check is unsatisfactory to the school I acknowledge that my employment/engagement will not be confirmed/will not continue.

I confirm that I give my consent for the school to take a copy or image of my original DBS certificate and hold the copy/image in accordance with the school’s Data Protection Policy for as long as is necessary to complete the recruitment process. In any event the school will not hold the copy for longer than 6 months. At the end of this period I acknowledge that the school will remove the copy from their records and securely destroy it.

I further acknowledge that the school may share the information contained on the DBS certificate with a third party (Education HR) for the purposes of seeking guidance on the recruitment decision, where appropriate.

The school confirms that it will comply with the DBS Code of Practice at all times. A copy of the school’s policy on the recruitment of ex-offenders can found in the Recruitment Policy which is available [from the school office/on the intranet].

Signed.....

Print name.....

Date.....

## **Additional section to be completed by applicants who have a subscription to the DBS online update service:**

By signing this section of the form you confirm that you are registered with the DBS online update service and you give permission for the school to carry out a status check with the DBS online update service.

You confirm you will produce to the school your current DBS certificate and any further information required to carry out a DBS status check. Any personal data provided by you to carry out this status check will be held and processed in line with the school’s Data Protection Policy.

You acknowledge that the school may require a new DBS check to be obtained if the certificate you have presented is not at an appropriate level or for an equivalent role. A new DBS check may also be required if the online status check indicates that your certificate is no longer current.

Signed.....

Print name.....

Date.....