

Appendix 6 – 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 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 destroy it.

I further acknowledge that the school may share the information contained on the DBS certificate with a third party 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.

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.....