

**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.

I confirm that in the event that my DBS certificate contains any police or other information I will produce the original DBS certificate to the school within 5 working days following my receipt of it, in order for the school to proceed with my application/engagement. I acknowledge that if I fail to produce my original DBS certificate within this 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. 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 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 check may also be required if the online status check indicates that your certificate is no longer current.

Signed.....  
Print name.....  
Date.....