



## Old Court Community Pre-School

Station Road, Wootton Bassett

Wiltshire, SN4 8QY

Tel: 01793 849783

Email: oldcourt@talktalk.net



### Employee Disclosure and Barring declaration and consent form

Full name: \_\_\_\_\_ Role: \_\_\_\_\_

The role you have applied for requires an enhanced Disclosure and Barring Service (DBS) check with barred lists check and will require you to have an up-to-date DBS certificate for the duration of your employment. In order to ensure that your certificate remains up-to-date Old Court Community Pre-school (OCCP) requires you subscribe to the DBS Update Service.

Once registered with the Update Service, your certificate will be kept up-to-date by the DBS and your certificate becomes portable. You can take your certificate with you from role to role and employer to employer, where the same level and type of check is required, as long as you remain registered. This means you will not have to complete a DBS check application form every time you change job or employer.

This form is a declaration to confirm the following:

- I have registered with/will register with and subscribe to the Disclosure and Barring Update Service.
- I understand that as a condition of my continued employment I will maintain my subscription with the DBS Update Service.
- I will update the DBS on any changes in my personal circumstances e.g. change of address, name etc.
- I give OCCP ongoing consent for the duration of my employment to carry out status checks to establish that my DBS Certificate is up to date.
- I will present my original DBS certificate to OCCP when requested, so that they are able to confirm that the certificate is the same type and level required for the role, to ensure that the right checks have been carried out and see what, if any, information was disclosed about me.
- I will provide OCCP with my date of birth and DBS Certificate number to enable them to carry out the status checks.
- In the event a new certificate is required because there has been a change in status, I will present the original copy of the DBS certificate to OCCP.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form with your completed application form in an A4 sized envelope marked 'CONFIDENTIAL' to: the Pre-school Manager at the above address or email to our email above



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