

DBS Verification and Update Service Form

This form must be completed when an individual is presenting their DBS certificate. It should also be used for when an employee or candidate is registered with the DBS Update Service. The DBS should be checked and signed by the relevant manager.

Employee/Candidate Details

Name		Date of Birth	
Post Title		Directorate / School	

DBS Certificate Details

Certificate Number		Date of Issue	
Certificate Type			Yes* / No

*If Yes an Assistant Director/Headteacher should be informed and a risk assessment completed.

ID Check Details

Form of ID Seen		Date of Docume	
Document Reference		Date ID Seen	

I confirm that I have seen the original DBS certificate and this is an appropriate level of check for the role the individual is / will undertake. I confirm I have checked the identification presented by the applicant/employee.

	Yes / No	Date	

Signed Headteacher		Was a Cause for Concern Identified	Yes/ No
Manager/ Headteacher Name		If yes (above) was a Risk Assessment Undertaken?	Yes / No / N/A

Update Service (only complete where applicable)

I hereby give Council/School permission, in the course of any job application, and during any subsequent relevant employment with them to check the DBS update service. I also give permission for the manager to share the details of my DBS certificate with the HR, Payroll and Recruitment Admin/HR Provider.

Signed (employee/ candidate)			
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**Please return to the HR, Payroll and Recruitment
HR, Payroll and Recruitment Admin**

Date Update Check Completed		New Disclosure Required	Yes / No
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