

Heatherside Junior School - Request for DBS

Please fill in the form below and return this to the school office.

Full Name		Childs Name	
Email Address			
D.O.B.			
Address & Postcode			
Phone no.			
Position applied for /volunteer			
Date			

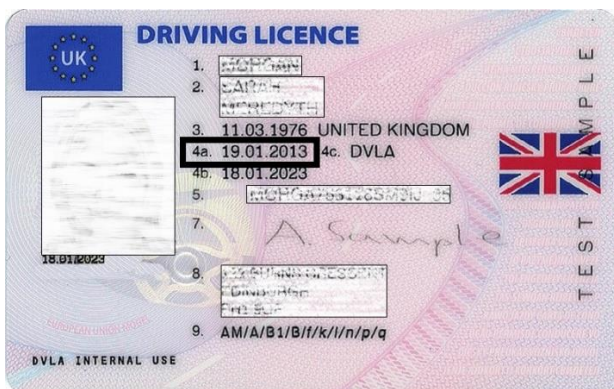
What happens next?

We will initiate the DBS application, you will then receive an email with a link to complete the application. This needs to be done within 7 days from receipt of the email - **Please check your junk folder.**

Kindly note: You will be asked for you driving licence issue date, this is shown in section 4a on your photocard driving licence (see example below)

Once complete, you should then receive another email asking you to bring identification into school (**again this may go into junk folder**). Within 1 month of completing the form we will need to see your Driving Licence, Passport and a Utility bill. Mrs Duffett is available for identification checks Mon/Wed/Fri 9:00am-12:00 or Tue/Thu 9:00am-15:30pm.

When you receive your DBS certificate, please bring it in to the school office for us to make a record.



For office use only.

Admin Assistant	DBS request submitted	Date:	Initials
		Ref no:	
		Entered onto SCR - HIGHLIGHT YELLOW	
Finance Officer	Evidence check:	Date:	Initials
		Doc 1:	
		Doc 2:	
		Doc 3:	
Admin Officer	Email DBS Received	Date:	Initials
		Update SCR - HIGHLIGHT PURPLE	
		School Comms sent	
Admin Team	Completed DBS	Date seen:	Initials
		DBS number:	
		Date on DBS:	
		Complete SCR entry (unhighlight)	