

## Heatherside Junior School - Request for DBS

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

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

Once complete, you should then receive another email asking you to bring identification into school (**again this may go into junk folder**). Within 2 weeks 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.

<u>Full Name</u>		Childs Name	
Email Address			
D.O.B.			
Address & Postcode			
Phone no.			
Position applied for /volunteer			
Date			
Signed to confirm agreement for an enhanced check to be done			

NAME: \_\_\_\_\_

**For office use only.**

Admin Team	DBS request submitted	Date:	Initials
Admin Team	Evidence check	Date:	Initials
	Identity	Doc:	
	Address	Doc:	
	Right to work	Doc:	
Admin Team	Email DBS Received	Date:	Initials
		Parent Mail sent	
Admin Team	Completed DBS	Date seen:	Initials
		DBS number:	
		Date on DBS:	
Admin Team	Application Received	Date:	Initials
	Reference check:	Date:	
		Reference 1:	
		Reference 2:	
Safeguarding Form	Date:		
Hannah Dunn	Whole pack checked	Date	Initials
Admin Team	Inputted onto SCR	Date	Initials