**Mandatory Information about the Applicant**

|  |  |  |
| --- | --- | --- |
| **Full (all) Names** |  |  |
| **Date of Birth** | DD/MMM/YYYY |  |
| **Role in Parish** |  | N/A |
| **Workforces** | Child Adult Child and Adult | Mark as required |
| **Work From Home** | No Yes | Mark as required |
| **Barring Checks Needed** |

|  |  |  |  |
| --- | --- | --- | --- |
| Child | Yes | Adult | Yes |
| No | No |

 | Mark as required |
| **Parish & Church** |  | N/A |
| **Paid Role** | No Yes | Mark as required |

**Information From Applicant’s existing DBS Certificate – please state the wording exactly as it appears under or next to each of the following headings**

|  |  |
| --- | --- |
| **Disclosure Number:** |  |
| **Date of Issue:** |  |
| **Surname, Forenames and Date of Birth as they appear on the Certificate if different from above.** |  |
| **Position Applied For** |  |
| **Police Records of Convictions, Cautions, Reprimands and Warnings** |  |
| **Information from the list held under Section 142 of the Education Act 2002** |  |
| **Children's Barred List Information** |  |
| **Adult's Barred List Information** |  |
| **Other relevant information disclosed at the Chief Police Officers(s) discretion** |  |

I confirm that

* I have seen the original DBS certificate noted above (not photocopies or printouts).
* The certificate is in the applicant’s name and Date of Birth.
* I have a recent Confidential Declaration form signed and dated by the applicant to which either all answers are negative / not applicable, or I have referred this to the Diocese Safeguarding Department

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this completed form to ‘DBS’ Derby Diocese Safeguarding Department,**

 **And where necessary and possible with the completed Confidential Declaration Form**

This information is collected for validation of DBS Certificates for DBS applications using the DBS update Service. Once the

 application is completed or the form no longer valid Derby Diocese dispose of the document in a secure manner