



EMPLOYEE DISCLOSURE AND BARRING SERVICE DECLARATION & CONSENT FORM

Employee 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 Brambles Outdoor Nursery Group requires you subscribe to the DBS Update Service.

This service is to be found on the main government website:

www.gov.uk/dbs-update-service

You will need your DBS certificate (sent to you directly once your check is complete) and then simply click on 'register'; the cost is £13.

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 and subscribed 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 Brambles Outdoor Nursery Group 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 Brambles Outdoor Nursery Group 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 Brambles Outdoor Nursery Group 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 Brambles Outdoor Nursery Group.

Signature:

Date: