



## APPLICANT DISCLOSURE & BARRING DECLARATION FORM

Name : \_\_\_\_\_

Role: \_\_\_\_\_

Name of Nursery/Department: \_\_\_\_\_

DBS Certificate Number: \_\_\_\_\_

The role you have applied for requires a Disclosure and Barring (DBS) check, and will require you to have an up-to-date DBS certificate for the duration of your employment in the event that you are appointed.

In order to ensure that your certificate remains up to date The Willows Day Nursery requires you subscribe to the DBS's Update Service, this service will cost you £13 per year.

**Please note: You will only have 19 calendar days to join the update service from the issue of your certificate.**

Please log onto: <https://www.gov.uk/dbs-update-service> for more information and to register.

Once registered with the Update Service your certificate will be kept up to date by the DBS and your certificate becomes portable meaning 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, this will be the case as long as you remain registered meaning you will not have to complete a DBS check application form every time you change job or employer.

Until you have registered with the Update Service and you have returned the completed and signed form to us, we will not be able to process your DBS application form which will delay your employment.

This form is a declaration to confirm in the event that I am appointed the following:

- I have registered with and subscribe 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 of any changes in my personal circumstances e.g. change of address, name etc.
- I give The Willows Day Nursery on-going consent for the duration of my employment to carry out status checks to establish that my DBS Certificate is up-to-date.
- I will provide The Willows Day Nursery with my date of birth and Certificate number to enable them to carry out the status checks.
- I will present my original DBS certificate to The Willows Day Nursery 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 present my original DBS certificate to The Willows Day Nursery in the event a new certificate is required as there has been a change in status.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

**This form is to be completed and returned with your completed Application Form**