

# Personal Assistant Register

## **DISCLOSURE AND BARRING SERVICE (DBS) CHECK**

*Agreement to Complete a Disclosure and Barring Check on successful employment.*

*(This form must be signed and returned with the application)*

I understand that the position of Personal Assistant is subject to an enhanced DBS check. I hereby give my consent for PCVS to carry out a DBS check; including signing up to the DBS update service, should I be made a conditional offer for this position. Signing up to the DBS update service enables the DBS check to be transferable between different employments. I will be liable for the full cost of the DBS and DBS update service.

It is a requirement of approval for the PA Register to sign this agreement to complete an enhanced DBS check, which may include regulated activity, and sign up to the DBS update service; failure to give consent would result in exclusion for approval for the register. An enhanced check details convictions, cautions, reprimands and warnings held in England and Wales on the Police National Computer (and most of the relevant convictions in Scotland and Northern Ireland may also be included.) In addition it includes a check of the new barred lists and any locally held police force non conviction information considered relevant to the job role, by the relevant Chief Police Officer(s).

PCVS require all applicants to provide details of any criminal record under separate cover with their application form. We guarantee that this information will only be seen by those that need to as part of the recruitment process and undertake to discuss any matter revealed with the person seeking the position before withdrawing a conditional offer of employment.

Posts involving working with children and/ or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. For those roles, you must declare details of any cautions, criminal convictions, reprimands and final warnings given by the police and any proceedings being instituted against you.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence.

Print name.....

Signed .....

Date.....

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