



### Disclosure and Barring Service check

#### Fair Processing: Notice to Applicants submitting a DBS Enhanced or Standard check

The Disclosure and Barring Service (DBS) will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them.

Where such a match is established, data may be released to the DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on the application form may be used to verify your identity for authentication purposes. The DBS may use any information provided by the DBS on a certificate or otherwise held by the DBS to inform any of its barring decisions made under its powers within the Safeguarding Vulnerable Groups Act 2006.

Guidance and criteria on the filtering of these cautions and convictions can be found at [www.gov.uk](http://www.gov.uk).

#### Consent

I confirm that I understand that it is a requirement of the DBS (formerly CRB)'s Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Homes for Students to have a written policy on the recruitment of ex-offenders; a copy of which can be given/made available to applicants at the outset of the recruitment process.

I confirm that I have been made aware and have been given copies or have access to the Homes for Students Policy on the Recruitment of Ex-offenders, Handling of DBS Certificate Information, Equal Opportunities Policies, and the DBS (formerly CRB) Code of Practice April 2009.

I confirm my understanding that my Disclosure information is only used for the specific purpose for which it was requested and for which my full consent has been given.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

***Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?*** <https://www.gov.uk/government/publications/dbs-filtering-guidance>

☐ Yes ☒ No

If yes, please declare these:

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CS-HR-35a				DBS Candidate Identify Form	
Revision	Issue Date	Revision Date	Review Date	Prepared by:	Approved by
	March 2019		March 2020	Briony Taylor	M Corbett
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