**DBS Employment Check system user acceptance statement**

|  |  |  |
| --- | --- | --- |
| Role: | **Business Unit Administrator** | **ID Verifier** |
| Module: |
| DBS policy and procedures | 🗸  certificate required | 🗸  certificate required |
| Business Unit Administrator | 🗸  certificate required |  |
| ID verification |  | 🗸  certificate required |

I confirm that I have

* undertaken the relevant DBS modules and assessments as per the table
* and attach the necessary certificates

to apply for access to the DBS Employment Check system for the following role(s):

(please tick)

**Business Administrator**

**ID Verifier**

I agree to comply fully with the DBS requirements for the role(s) as outlined in the DBS guidance documents and appendices including the relevant pack for the role, the DBS code of practice and DBS guidance as detailed on SharePoint.

Name……………………………………………………………………………………

Signature……………………………………………………………………………….

Position………………………………………………………………………………….

Business Unit ………………………………………………………………………….

Contact telephone number……………………………………………………………

Email address………………………………………………………………………….

Date……………………………………………………………………………………..

Please return this completed form to:

If you work for DC or Tricuro:

HR and Payroll Support

Dorset Council

County Hall

Colliton Park

Dorchester

DT1 1XJ

[hrandpayrollsupport@dorsetcouncil.gov.uk](mailto:hrandpayrollsupport@dorsetcouncil.gov.uk)

If you work at a school or external customer:

External Customers HR and Payroll Support

Dorset Council

County Hall

Colliton Park

Dorchester

DT1 1XJ

[hrdbsteam@dorsetcouncil.gov.uk](mailto:hrdbsteam@dorsetcouncil.gov.uk)