

Request for DBS Check

The below individual is required to obtain satisfactory Disclosure and Barring Service clearance to undertake additional responsibilities as part of their role. The form must be completed by the individuals line manager and sent to wih-tr.recruitment@nhs.net via their work email, for the request to be actioned.

FULL NAME		JOB TITLE	
NI NUMBER		DOB	
LINE MANAGER		DEPARTMENT	
<small>(EMPLOYEE)</small> CONTACT NO.		<small>(EMPLOYEE)</small> CONTACT EMAIL	
<i>(From the options below, please choose the relevant DBS Level – If you are unsure, please contact the recruitment team on x5203)</i>			
STANDARD DBS - £28			PLEASE TICK
ENHANCED DBS - £56			
ENHANCED DBS WITH ADULTS & CHILDRENS BARRED LIST CHECK - £56			
ENHANCED DBS WITH CHILDRENS BARRED LIST CHECK - £56			
ENHANCED DBS WITH ADULTS BARRED LIST CHECK - £56			
Reason for DBS request:			
Is the DBS required as part of a TUPE transfer?		Yes	No
<i>If yes, please provide your departments cost code:</i>			
FOR EMPLOYEE USE ONLY			
I agree to have the reimbursement of the above DBS cost deducted from my monthly salary in three equal installments. I also agree to produce my DBS certificate if requested by the Trust.			
NAME		SIGNATURE	
		DATE	