**PROFORMA**

**‘Portability’ of DBS criminal record checks**

This is the term employed by the Government for using a DBS criminal record check obtained in one role, for a different role sometimes with a different employer or organisation.

**To accept a pre-existing criminal record check from a body outside the Church, the following requirements must be met:**

· the check must be completely clear

· it is less than 1 year old

· it is for a similar position

· the applicant’s identity is verified

· the applicant is still in the post or job for which the check was obtained

· a reference from the previous employer or appointer is obtained to ensure that the applicant was appointed following receipt of the check

· the issue date and serial number of the check is recorded together with the applicant’s name and date of birth.

**Full Name of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Issue Date of DBS Check:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Serial Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is the DBS check completely clear?** Yes | No

**Position DBS was obtained for**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position applied for in Church:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How is the applicant’s identity verified?** \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is the applicant in the same post or job for which the DBS check was obtained?** Yes | No

**Employer/ Appointer Reference Details**

**Date of Reference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Letter | Email | Telephone

**Referee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position in company/organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Copies attached:** DBS Certificate | ID |

**Verified by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on

behalf of **\_\_\_\_\_\_\_\_\_\_\_PCC** . **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_