

Information sheet about the Disclosure and Barring Service



Who is the Disclosure and Barring Service (DBS) and why might we contact them?

The Disclosure and Barring Service (DBS) helps employers like West Sussex County Council make **safe** decisions when they offer jobs to people. Some jobs, especially those that involve working with children or people with learning disabilities mean that we **must** contact the DBS before we offer the job to someone.

Your job might involve working with, or coming into contact with children, or doing certain jobs with people with learning disabilities, or other vulnerable people.

That means, now that we have offered you the job we have to contact the DBS before we tell you that you can **definitely** start working for us at West Sussex County Council.

Applicant Details Confirmation	
External Validation Information	
Applicant's Forename :	JACK
Applicant's Surname :	SMITH
Applicant's Date of Birth :	01/01/1970
Applicant's Current Country :	UK
Applicant's Current Postcode :	MK7 6YD
Current Address :	ATLANTIC DATA
Town/City :	MILTON KEYNES
County :	BUCKS
You have lived at this address since :	11 / 2004
<input type="button" value="Change"/> <input type="button" value="Submit"/>	

We contact the DBS through you completing an on-line questionnaire. An **on-line questionnaire** is a form on a computer that asks you questions.

A **DBS questionnaire** asks you questions about whether or not you have ever committed a crime or had a warning from the police. It also asks you about your identity so it's a good idea to have your passport or birth certificate when you fill in the questionnaire. Your **Employment Consultant** can help you with this.



Your **Employment Consultant** will help when you complete the questionnaire.

When your clearance is ready, you will receive a disclosure certificate from the DBS. Disclosure means telling somebody about something. Sometimes they will have something to share with us about you. If they do it will appear on the disclosure certificate if not it will say 'none recorded'.

If you are not happy with what it says you can contact them about this. Your **Employment Consultant** can help you with this.

They will contact us with the results of your disclosure certificate. This is nothing to worry about; it is how we make sure our clients are safe.