



## **Disclosure & Barring Service (DBS) checks and Confidential Declaration Forms**

### **Information for Job Applicants**

- 1) This document provides further information for job applicants about the Confidential Declaration form and DBS process with the Chelmsford Diocesan Board of Finance (CDBF). We follow the Church of England's [National Safer Recruitment Guidance](#). Section 9 of the guidance provides information about the DBS process and section 5 provides information about Confidential Declaration forms.
- 2) As part of our pre-employment checks, DBS checks are conducted for most roles and the level of check will be outlined with the vacancy. Most roles will be subject to a Basic, Standard or Enhanced DBS check. Details of the level of check will normally be included in the Pre-employment section of the job description.
- 3) Where a Basic, Standard or Enhanced DBS check is a role requirement, candidates will be asked to complete the relevant Confidential Declaration Form. This will be stated in the job description and explained with the job advert.
- 4) The purpose of the Confidential Declaration Form is to allow candidates to disclose any spent or unspent convictions and provide an explanation as necessary before a DBS check is requested. Section 5 of the [Safer recruitment guidance](#) provides further information.
- 5) The Confidential Declaration Form will be included with the job advert and candidates will be required to submit the Confidential Declaration form with their application form to the HR Team inbox.
- 6) Each Confidential Declaration Form includes a Policy Statement, explaining the purpose of the form and the information, including spent and/or unspent convictions which candidates must include on the form.
- 7) The preferred candidate will be advised of the DBS check requirement in their conditional offer of employment.
- 8) A contract will be issued when all checks have satisfactorily been completed (including DBS check).
- 9) Disclosures will not automatically render a candidate unsuitable for a vacancy. All cases will be considered on a case by case basis and further information is included with the relevant forms.
- 10) A DBS certificate is valid for three years from issue and will need to be renewed towards the end of each three year period where it is a requirement for the role.
- 11) A new Confidential Declaration Form and DBS application is to be completed at each renewal.



- 12) There is a shared responsibility on the part of the individual and the CDBF to ensure that DBS checks are kept up to date, ensuring that a current DBS certificate is always available.
- 13) Where an individual's DBS certificate has lapsed and is out of date, they may be asked to refrain from their role or certain aspects of it until they have a current DBS certificate in place.
- 14) If candidates have any questions about this process, they should contact the Diocesan HR Team, initially by emailing [HR@CHelmsford.anglican.org](mailto:HR@CHelmsford.anglican.org).