

Positive DBS Sign -Off Sheet

Applicant's Name:		
Date of issue of certificate:		-
Type of search: Please tick which apply	□Standard	□Children
	□Enhanced	□Adults
Position:		
DBS reference number: (if needed can be traced back to the certificate which will be held by DBS)		
Write in the actual offence		
Recruitment decision taken:		
Details of Consideration, after meeting,		
Is the conviction relevant to the position?		
What is the length of time since the offence was committed?		
Is there a pattern of offending or other relevant matters?		
Have the applicant's circumstances changed since the offending behaviour?		
What were the circumstances surrounding the offence?		
Manager completing Interview:		

Approved by signature: (Ops Director or HR Director)

Date: