**DBS Application checklist**

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| **Applicant’s name** |  |
| **Applicant’s email address** |  |
| **Confidential Declaration Form** (CDF) is complete, clear and attached  | (Y/N) |
| Confirmation that **Safer Recruitment Process**has been followed (see guidance) | (Y/N) |
| Applicant's **Role Description attached** which provides clear details of whether the individual will be working with children and/or vulnerable adults, and how often.  | (Y/N) |
| **Verifier details (name and email)** *The verifier will need to see the applicant's IDs and complete the applicant's DBS level of check.* |  |
| **Which parish or benefice does the role apply to.** |  |
| Is the applicant a **volunteer or paid**.NB - If the applicant is paid, we will need to receive payment for £44.79 before a DBS Check is done. This can be done by cheque payable to ‘HDBF’ or bank transfer. |  |