

## APPENDIX F

### Hard Copy Application Approval Form

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#### TO BE COMPLETED AND RETURNED WITH DBS APPLICATION FORM

I confirm that I give permission for a System Administrator approved to use the Dorset County Council (DCC) – Criminal Record Checking System to input and submit the information on my DBS application form via <https://www.dorsetcc.employmentcheck.org.uk> on my behalf. I confirm the information that I have provided is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

In line with DBS requirements a record of this consent form will be securely retained for a period of 12 months. Once the retention period has elapsed, Dorset County Council will ensure that this information is immediately and suitably destroyed by secure means.

Applicant Name: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_