

'Establishing Eligibility' form

In seeking to challenge an employer who believes a position is eligible for a check, you will need to obtain as much information about the role as possible. Below you will find a template which may assist you in clarifying what type of check the position you are applying for is entitled to carry out.

This form is designed to be used before an application has been signed and submitted.

Please note: When seeking answers to those questions that are not already available in writing, try to get some evidence in writing. This may be useful later down the line.

Question	Guidance/Possible Answers	Answer
About the organisation		
Name of the organisation seeking a DBS check		
Person responsible at the organisation responsible for DBS checks	<i>This should be the most appropriate person at the organisation who deals with criminal record checks and vetting.</i>	N: A: T: E:
Is the organisation a Registered Body?	<i>Yes/No</i>	
If not, which Umbrella Body do they use?	<i>Include organisations name, address, telephone number and email address</i>	N: A: T: E:
About the position		
Title of the role	<i>Use the title the organisation is using in the vacancy or on the DBS form</i>	
What type of check does the organisation believe the position is entitled to	<i>Basic, standard or enhanced</i>	

What is the organisation stating as being what the role involves doing?	<i>Refer to official statements regarding the remit of the role. If you disagree with any of this, detail this here</i>	
What is the organisation stating as being the main duties involved in the role?	<i>Refer to official statements regarding the remit of the role. If you disagree with any of this, detail this here</i>	
What is the organisation stating as being who the role involves working with?	<i>Refer to official statements regarding who the role involves working with. If you disagree with any of this, detail this here</i>	
On what basis does the organisation consider the role to be eligible for a check?	<i>Refer to eligibility table in guide and specific legislative references</i>	
Does the organisation considered the role to fall within the definition of 'regulated activity'?	<i>Yes/No/NA</i>	
If yes, what is it about the role that makes them believe it is 'regulated activity'?		
How often does the role involve working with children	<i>Number of hours/days per week/per month</i>	
How often does the role involve working with vulnerable groups?		
Does the role involve working in a specific place? If so, where?		
What supporting evidence does the organisation have to support their belief regarding eligibility?	<i>This may be information or arguments they have provided you with that explains why they are doing the check</i>	
What type of check do you believe the position is entitled to?	<i>Basic, standard or enhanced</i>	

What are your arguments for why this is the case?		
What supporting evidence do you have in support of your belief?		
About the specific check		
Have you been asked to give your consent for a check?	Yes/No	
If yes, have you given your consent yet?	Yes/No/NA	
If yes, has it been submitted?	Yes/No/NA	
If yes, has it been completed and returned?	Yes/No/NA	
Complete if/when submitted		
Your full name		
Current address		
Date of birth		
Position applied for		
Organisation name		
Registered Body number		
Form reference number		