Business Unit

Business Unit Admins are responsible for creating applicants’ accounts. They can view the progress and result of their Business Unit’s applications and run reports assigned to their Business Unit. You can add more than 3 BU Admins by expanding the table.

Please give details below for your intended BU Admin:

|  |  |
| --- | --- |
| Name | Email address |
|  |  |
|  |  |
|  |  |

ID Verifiers are responsible for verifying an applicant’s identity by following the guidelines set out by the DBS and entering these details on employmentcheck. You can add more than 3 ID Verifiers by expanding the table.

Please give details below for your intended ID Verifiers:

|  |  |
| --- | --- |
| Name | Email address |
|  |  |
|  |  |
|  |  |

Please give your invoice contact details below:

|  |  |
| --- | --- |
| Contact name: |  |
| Contact number: |  |
| Email address: |  |
| Address: |  |
|  |  |
| Town: |  |
| County: |  |
| Postcode: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

Please return this form to:

DBS Team

County Hall

Colliton Park

Dorchester

Dorset

DT1 1XJ

Or email to hrdbsteam@dorsetcouncil.gov.uk.

Please select the positions applicable to your Business Unit.

| **Position** | **Applicable** | **Position** | **Applicable** |
| --- | --- | --- | --- |
| Activity Worker |  | Designated Safeguarding Lead |  |
| Admin Worker |  | Director |  |
| Admin Worker (School) |  | Domestic Assistant |  |
| Adopter |  | Driver |  |
| Adopters Support |  | Drug and Alcohol Worker |  |
| Advisor |  | Duke of Edinburgh Assessor |  |
| Apprentice |  | Elected Member |  |
| Apprentice (School) |  | Escort |  |
| Assessor |  | Finance Assistant |  |
| Assistant Manager |  | Finance Officer |  |
| Board or Panel Member |  | Financial Assessment Officer |  |
| Care and Community Serv Off |  | Firefighter |  |
| Care Assistant |  | Foster Carer |  |
| Care Manager |  | Foster Carers Support |  |
| Careers Advisor |  | Fundraiser |  |
| Carer |  | General Assistant |  |
| Carers Caseworker |  | Governor |  |
| Caretaker |  | Hairdresser |  |
| Caretaker (School) |  | Head of Service |  |
| Catering Assistant |  | Headteacher |  |
| Catering Assistant (School) |  | Host Family |  |
| Catering Services Officer |  | Housekeeper |  |
| Centre Assistant |  | Houseparent |  |
| Chaperone |  | Instructor |  |
| Chaplain |  | Invigilator |  |
| Chief Executive Officer |  | Kitchen Assistant |  |
| Childcare Assistant |  | Leader |  |
| Childcare Worker |  | Librarian |  |
| Classroom Assistant |  | Manager |  |
| Cleaner (School) |  | Mentor |  |
| Clerk to the Governors |  | Midday Supervisor |  |
| Coach |  | Nightcare Worker |  |
| College Staff Instructor |  | Nurse |  |
| Community Care Officer |  | Occupational Therapist |  |
| Community Development Worker |  | Occupational Therapy Assistant |  |
| Community Resource Worker |  | Outreach Worker |  |
| Community Support Worker |  | Parent Volunteer |  |
| Contractor |  | Passenger Assistant |  |
| Contractor (School) |  | Peer Support Worker |  |
| Cook |  | Playworker |  |
| Cook (School) |  | Project Worker |  |
| Counsellor |  | Property Surveyor |  |
| Cover Supervisor |  | Provider of Personal Care |  |
| Day Services Off |  | Ranger |  |
| Deputy - Asst Headteacher |  | Rehabilitation Officer |  |
| **Position** | **Applicable** | **Position** | **Applicable** |
| Residential Childcare Worker |  | Teacher |  |
| School Crossing Patrol |  | Teaching Assistant |  |
| SENCO |  | Team Leader |  |
| Shared Lives Carer |  | Team Manager |  |
| Shared Lives Support |  | Technician (School) |  |
| Snr Care and Community Serv Off |  | Therapist |  |
| Social Work Assistant |  | Trainee Teacher |  |
| Social Work Trainee |  | Trustee |  |
| Social Worker |  | Tutor |  |
| Solicitor |  | Vocational Support Officer |  |
| Special Guardian |  | Volunteer |  |
| Step Parent Adoption |  | Volunteer Classroom Assistant |  |
| Student |  | Warden |  |
| Supervisor |  | Welfare Officer |  |
| Supply Teacher |  | Work Exp Placement |  |
| Support Worker |  | Work Exp Placement (School) |  |
| Supported Lodgings Provider |  | Youth Worker |  |
|  |  |  |  |
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