



**East Suffolk and
North Essex
NHS Foundation Trust**

Human Resources Department
Colchester General Hospital
Turner Road
Colchester
Essex
CO4 5JL

DISCLOSURE & BARRING SERVICE (DBS)

The Disclosure and Barring Service helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

Where a DBS Disclosure is an essential requirement, the Trust will arrange for the DBS application to be submitted for the successful candidate and make the payment of the associated fee at the time of application.

Your application will be submitted to the Disclosure and Barring Service to enable a DBS check to be completed. A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out.

This cost of the Disclosure will be met by the Trust for employees appointed to posts at Band 2. Employees awaiting registration with their relevant bodies will be required to pay the cost of their disclosure.

Employees appointed to a post at Band 3 or above (or equivalent) will be required to pay the cost of their disclosure. The charge will be automatically deducted from the successful candidate's salary in three instalments and will be deducted prior to Tax / National Insurance and any other deductions.

The fees are as follows:

£20 for a Standard check

£38 for an Enhanced check

£38 for an Enhanced with Barred List check

If you are registered with the DBS Update Service you will not be charged to undertake a DBS check however you will be required to submit a copy of your original DBS certificate and registration number prior to commencing employment with the Trust.

It is recommended that you consider subscribing to the DBS Update Service; subscribing to the Update Service and keeping your subscription up-to-date may save you both time and money and mean that you do not need to apply for a DBS check in the future.

If you are unsure whether the role you are undertaking requires a DBS check, please contact the Recruitment Team on 0300 303 1361 resourcing@esneft.zohodesk.eu