# New and Renewal OCC Transport Badge Application Form including Children and Adults Services suitability checks

Complete **ALL fields** in **BLOCK CAPITALS**.

Incomplete application forms will be returned to sender and not actioned.

Completed forms to be emailed to [transport.safeguarding@oxfordshire.gov.uk](mailto:transport.safeguarding@oxfordshire.gov.uk) (one per email)

Applicant Information:

Application forms must be submitted disclosing the **FULL, LEGAL NAME** of the applicant.

|  |  |
| --- | --- |
| Forename |  |
| Middle Name(s) |  |
| Surname |  |
| Date of Birth |  |
| Applicant’s Telephone Number |  |
| Applicant’s Email Address |  |
| Applicant’s Home Address |  |
| Applicants Previous Address |  |
| 1. Is the applicant a UK Citizen? | YES / NO *(delete as applicable)* |
| If they are NOT a UK Citizen, what is their nationality?  **Please note: From 1st July 2021 it is a requirement for EU Nationals to have documents in place to prove their right to live/work in the UK for the DBS application and badging process.** |  |
| 1. Has the applicant lived overseas for longer than 3 months in the past 5 years? | YES / NO *(delete as applicable)* |
| If they HAVE lived overseas for longer than 3 months in the past 5 years, which Country did they live in? |  |

|  |
| --- |
| **If you have answered ‘Yes’ to question 2. above:** A Police Check from that country should be submitted with this application. If the police check is not in English it should be submitted along with an English translation, translated by a reputable translation service.  For more information please see the government website: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> |

## Driver (and Driver/Passenger Assistant) Information:

All applicants applying for a Driver job role MUST hold a valid taxi licence and/or valid Driver Qualification Card before applying.

|  |  |
| --- | --- |
| Taxi Licencing Authority |  |
| Taxi Licence Number |  |
| Driver Qualification Card Number |  |

## Service Provider Information:

|  |  |
| --- | --- |
| Full Company Name |  |
| Company Email Address |  |
| What Job Role is the applicant applying for?  *(delete as applicable)* | Driver Only  Driver/Passenger Assistant  Passenger Assistant Only |
| Expiry Date of Applicant’s Previous OCC Transport Badge  (If new applicant – state ‘new’) |  |
| Applicant’s preferred DBS Appointment Location | Oxford / Banbury *(delete as applicable)* |

## Additional Information:

Please let us know any other relevant information regarding this applicant or application:

|  |
| --- |
|  |

Suitability of Driver/Passenger Assistant

This role involves working with children and vulnerable adults, therefore successful appointment is dependent on suitability checks, satisfactory DBS check and safeguarding training.

I understand that in order to proceed with this application Oxfordshire County Council will:

* check for information (written or verbal) from Oxfordshire County Councils’ Children’s and Adult services departments about any contact that has occurred with me or my children.
* The Safeguarding transport team may need to contact me to discuss any information obtained, and I agree to discuss this with them to the best of my knowledge.

*If you have previously had contact with children’s services, please share detail below:*

**Applicant Signature: Date:**

*The information on this application form will be retained by Oxfordshire County Council in relation to current and future DBS & Badging applications. We will use the sensitive and non-sensitive personal data you provide for the purpose of security vetting to ensure your ongoing suitability to work with vulnerable children and adults. Please note that we may disclose your information to other Local Authorities, District Councils and Thames Valley Police. For information about how Oxfordshire County Council manages your personal information please see our Privacy Notice on our website*[*www.oxfordshire.gov.uk*](http://www.oxfordshire.gov.uk/)