# Update Service Badging Application Form including Children’s and Adult 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 |  |
| Gender: Male/Female/other? |  |
| 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. (See required document list below)** |  |
| 1. Has the applicant lived **overseas for** **longer than 3 months** in the **past 5 years**? | YES / NO *(delete as applicable)* |
| If the answer is ‘YES’, **which Country(s)**?  **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 |

## Additional Required Documents:

Please ensure copies of the following are sent in one email as separate attachments along with this application form to [transport.safeguarding@oxfordshire.gov.uk](mailto:transport.safeguarding@oxfordshire.gov.uk)

Tick √ below to check you have attached the required documents.

|  |  |
| --- | --- |
|  | Full copy of **all** pages of subscribed DBS certificate – the DBS check must be ‘Enhanced, Child and Adult Workforce with Child and Adult barred list checked’. |
|  | A clear, full face colour jpeg photograph – please ensure this was taken recently. |
|  | Driving licence (photocard or old-style paper issued before 1998) *(mandatory for all drivers)* |
|  | Copy of valid Taxi Licence photocard and/or Driver Qualification Card *(mandatory for all drivers)* |
|  | UK Biometric Residence Permit, Visa or Home Office Status Doc. *(mandatory for all non-UK applicants)* |
|  | Document to show identity e.g., Passport, Driving License or UK birth certificate *(If passenger assistant only)* |

Suitability of Driver/Passenger Assistant

This role involves working with children and vulnerable adults; therefore, a successful appointment is dependent on suitability checks, a satisfactory DBS check, and passing the safeguarding and disability awareness training test

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 or Adult services department 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 Childrens and Adult Social Care services, please share detail below:*

Permission for the Update Service Status check:

**By completing this application, I (the applicant) give permission for Oxfordshire County Council to perform an Update Service status check on my DBS certificate and agree to the terms set out in relation to GDPR 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/)