

## **JustCRB LLP Service Agreement**

JustCRB LLP, Berryfield House, Berkswell Road, Meriden, Nr Coventry, West Midlands CV7 7LB

Email: [info@justcrb.co.uk](mailto:info@justcrb.co.uk)

Web: [www.justcrb.co.uk](http://www.justcrb.co.uk)

Part of the DSB group of companies, company registration number: OC366123.

### **Terms and Conditions:**

As a registered umbrella body of the DBS (Disclosure & Barring Service) JustCRB LLP are bound by their code of practice and by signing this agreement you confirm your eligibility for a DBS check.

We agree to act on behalf of your organisation to obtain Standard, Enhanced or Volunteer DBS checks based on the information supplied by you.

Our DBS Registered Umbrella Body number is: 29772000005

We will only liaise with the designated person nominated by your organisation, all forms will be sent for processing on the day we receive them. We do not require any original documents or keep copies of application forms or completed disclosures.

All applicant details and any other information disclosed to us are strictly confidential and will not be revealed to a third party.

JustCRB LLP will not be held responsible for any recruitment decisions whatsoever based on the result of the DBS check.

You are responsible for checking the identity of your applicants by checking valid and original documentation, by completing Section W of the application form you confirm that this has been done.

Please familiarise yourself with the DBS code of practice [www.dbs.gov.uk](http://www.dbs.gov.uk) and ensure that you have policies in place regarding:

Secure Storage, Handling, Use, Retention & Disposal of Disclosure.

Recruitment of Ex-offenders, JustCRB LLP can supply sample policies on request.

You agree to pay our fees, no forms will be sent for processing until payment is received. We will email you an invoice receipt once payment has been made.

Our fees are non-refundable once an application has been sent for processing.  
Completed application forms are to be submitted back to us within one calendar month.

JustCRB LLP have the right to refuse to process any application which is being used in an inappropriate way.

JustCRB LLP are not responsible for the length of time a disclosure is taking to process once it reaches the DBS but can track an application at any stage for you.

We have no liability resulting from you using our services or the performance of DBS service during the check process.

The Directors decision is final.

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By signing this agreement you agree to the above Terms and Conditions.

*Company Name:*.....

*Company Address:*.....

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*Contact Telephone Number:*.....

*Nominated Company Contact:*.....

*Position in Company:*.....

*Contact Email:*.....

*2<sup>nd</sup> Nominated Company Contact:*.....

*Position in Company:*.....

*Contact Email:*.....

*Date:*.....