Name: «Name»

Service: «Service»

Location: «Location»

Job Title: «Job Title»

**Section 1 Disclosure Certificates Only**

Disclosure Level: Basic/Standard/Enhanced (please circle as appropriate)

Disclosure Number:

Date of Issue:

**Section 2 PVG Scheme Membership (Only For Regulated Work)**

**PVG Scheme Record / Scheme Record Update**

PVG Membership Number:

Disclosure Number:

Regulated workforce to which this relates: Children/Adults/Both (please circle as appropriate)

Date of Issue:

Following submission of the above named person's Disclosure/PVG Scheme Application, and receipt of the relevant documentation, it is assessed that the person is considered appropriate to undertake the duties of the post.

# I also confirm that the Disclosure Certificate/PVG Scheme Record/Record Update has been confidentially disposed of, with no copies being retained within the Service in line with the requirements of the Data Protection Act 1998.

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Service Authorised Signatory Date of Authorisation

After authorisation, this form should be returned to Human Resources along with all other Notification of New Appointment paperwork for filing.