



B.W.F.

BRITISH WADO FEDERATION

Enhanced DBS Check Application Form for BWF Karate Instructor

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INTERNATIONAL WADO FEDERATION

BRITISH WADO FEDERATION



Enhanced DBS Check Application Form for BWF Karate Instructor.

Purpose: This form is needed to process an Enhanced DBS check for those applying for or currently holding a Karate Instructor position, which involves working with children or vulnerable adults.

Section 1: Personal Information

1. **Full Legal Name** (as it appears on your ID documents):

- First Name: _____
- Middle Names (if any): _____
- Surname: _____

2. **Date of Birth** (DD/MM/YYYY): ___/___/_____

3. **Gender:**

- Male / Female / Other (Please specify): _____

4. **Nationality:** _____

5. **National Insurance Number:** _____

6. **Contact Information:**

- **Home Address** (including postcode): _____

_____ **Post Code** _____
- **Telephone Number:** _____
- **Email Address:** _____

7. **Previous Addresses** (If you have lived at your current address for less than 5 years, provide your addresses over the past five years; attach an additional sheet if necessary):

- Address 1: _____

- Date of Residence (MM/YYYY to MM/YYYY): ___/___/_____



Section 2: Employment Information

1. **Position:** Karate Instructor
 2. **Karate Group & Club:** _____
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Section 3: Required Identification Documents

To complete your Enhanced DBS application, you must provide original documents from each category below:

1. Primary Identification

- **Passport**
 - Passport Number: _____
 - Expiry Date (DD/MM/YYYY): ___/___/_____
- **Driving License**
 - License Number: _____
 - Expiry Date (DD/MM/YYYY): ___/___/_____

2. Secondary Identification

- **Birth Certificate**
 - Country of Issue: _____
 - Date of Issue (DD/MM/YYYY): ___/___/_____

3. Proof of Address (must be issued within the last 3 months, e.g., utility bill, bank statement, council tax bill):

- Document Type: _____
- Date Issued (DD/MM/YYYY): ___/___/_____

Section 4: Criminal Record Disclosure and Consent

1. Criminal Record Disclosure

Have you ever been convicted of a criminal offense, including cautions, reprimands, or warnings?

- Yes / No
 - If yes, please provide details: _____
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2. Consent for DBS Check

- I authorize BWF/ Aaron's Department Limited to conduct an Enhanced DBS check as part of the application process for the position of Karate Instructor.
- I confirm that the information provided in this form is accurate and complete.
- **Applicant's Signature:** _____
- **Date (DD/MM/YYYY):** ___/___/_____

Section 5: Declaration

1. I understand that any false or misleading statements may lead to disqualification from the application process or termination of employment.
2. I consent to the organization processing my personal information according to GDPR and other applicable privacy policies.
 - **Applicant's Signature:** _____ Print Name: _____
 - **Date (DD/MM/YYYY):** ___/___/_____

Instructions for Submission:

1. Attach/Bring original identification documents as specified.
Submit the completed form to the designated contact at [BWF Chair Paul Elliott].
2. Allow 2-6 weeks for processing. The outcome will be communicated once the DBS check is completed.
3. Background checks for BWF are conducted by Aaron's Department Limited, which charges a fee for this service. The cost is approximately £50.00 for individuals who receive payment from the club and £18.00 for volunteers. The DBS defines a volunteer as 'a person who is involved in an activity that requires time spent unpaid (apart from travel and other approved out-of-pocket expenses), with the aim of benefiting a third party other than or as well as a close relative.' BWF will issue an invoice after the certificate has been issued.
4. **Please note:** Instructors teaching individuals under the age of 18 and vulnerable adults within the BWF are required to undergo an Enhanced DBS Check via the BWF and must have completed a BWF Safeguarding & Policies Course.

For Official Use Only

Verifier's Name: _____ **Date of Verification:** ___/___/_____

- **Documents Checked:** Passport / Driving License / Birth Certificate / Proof of Address