

OVERSEAS POLICE CHECKS

A DBS (formerly CRB) check only covers criminal records in the UK. If you are living or have lived abroad in the last five years you will be required to obtain an overseas criminal record check.

Each country has its own process to provide a criminal record check usually through its police force or embassy, with those bodies liaising directly with the individual rather than the employer. Therefore it is the applicant’s responsibility to obtain such a check. In the event of there being a delay for these checks to be completed, Leiths will also require additional referees from the applicant’s previous employers in those countries in order to ascertain the applicant’s suitability for the post.

In order for us to ascertain whether overseas police checks will be required, please tick the option(s) below and state the country in which you are living and/or countries in which you have lived or visited (if not the UK). **If you have never lived abroad, please state “Not Applicable”.**

Name:

Position applied for/offered:

A. I list below the countries that I have lived in for a period of three months or more in the last ten years.

and/or

B. I list below the countries that I have visited for a period of three months or more in the last ten years.

Country:	Date (from)	Date (to)	Referee information (previous employer)

C. Not applicable. I have not lived or travelled abroad for longer than 3 months in the last ten years.

Signed: _____

Dated: _____

Human Resources Manager to confirm whether overseas checks are required:

Yes No Signature: _____ Date: _____