

## Private Hire Operator booking and dispatch staff assessment

| Applicant details   |  |
|---|--|
| Name  |  |
| Address   |  |
| Basic DBS disclosure number   |  |
| Date of issue   |  |
| Assessor details (by or on behalf of Private Hire Operator)   |  |
| Name  |  |
| Address   |  |
| Date of assessment  |  |
| Assessment of applicant suitability   |  |
| <p><input type="checkbox"/> I confirm that I have considered the contents of the applicant's basic DBS disclosure within three months of the issue date.</p> <p><input type="checkbox"/> I confirm that I have considered the applicant's suitability in line with the private hire operator's policy on employing ex-offenders and I am satisfied that the policy requirements have been satisfied.</p> <p><input type="checkbox"/> I confirm that the applicant has been informed of the requirement to disclose any convictions to the private hire operator within 48 hours.</p> <p><input type="checkbox"/> I confirm that arrangements have been made for a further assessment to be carried out no more than 12 months from today's date.</p> <p><input type="checkbox"/> I confirm that a record of this assessment shall be kept and maintained in a register held by the private hire operator and made available for inspection by an authorised officer of the licensing authority.</p> |  |
| Date next DBS check due   |  |
| Assessor's signature  |  |
| Notes   |  |