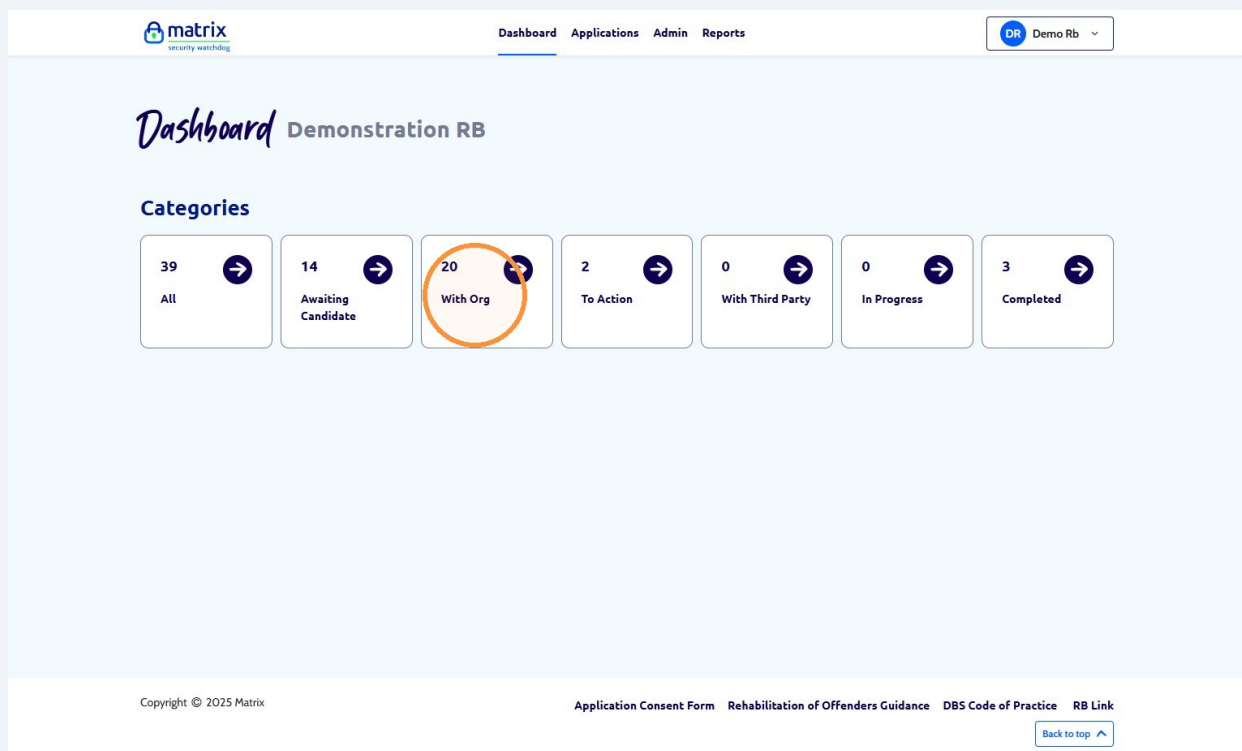


How to Withdraw an Application



This guide provides a straightforward, step-by-step process for withdrawing an application, ensuring users can easily navigate the necessary platform. By following these clear instructions, individuals can efficiently manage their applications and avoid unnecessary complications. It's an essential resource for anyone looking to streamline their application process and maintain control over their submissions.

- 1 Click the relevant category for the application you wish to draw



- 2 Organisations can withdraw applications up until the stage that the application has been countersigned.

Registered Bodies can withdraw applications up until the stage that the application is in progress with the DBS.

3 Click the **Our Ref** of the application you wish to withdraw

matrix security watchdog

Dashboard Applications Admin Reports

DR Demo Rb

All Awaiting Candidate **With Org** To Action With Third Party In Progress Completed

This list contains all applications that have been completed by the candidate and are awaiting action by the Organisation.

Search for Name or Reference Search Filters

Date Created	Name	Our Ref	Organisation	Status	Checks Required
18 Sep 2025	John Smith	375SMIT1F0BFE	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Standard/Enhanced
19 Aug 2025	Aline Turner	1477TURNINGCAC32	Org Ref: PhotoLtd Group Ref: PhotoLtdPrintingServices	Awaiting Verification	DBS Standard/Enhanced
19 Aug 2025	James Fairwell	442FAIR2936BE	Org Ref: PhotoLtd Group Ref: PhotoLtdPrintingServices	Awaiting Verification	DBS Basic
19 Aug 2025	Mellisa Longbottom	616LONCROSSJEF8	Org Ref: PhotoLtd Group Ref: PhotoLtdPrintingServices	Awaiting Verification	DBS Basic
19 Aug 2025	Kirsty Miles	328MILED20865	Org Ref: PhotoLtd Group Ref: PhotoLtdPrintingServices	Awaiting Verification	DBS Basic
19 Aug 2025	James Liles	194LILEE46079	Org Ref: BloodAnalysisLimited Group Ref: BloodAnalysisLimited	Awaiting Verification	DBS Basic
18 Aug 2025	Marion Medina	759MEDIE66FC3	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Basic
18 Aug 2025	Monika Borges	911BORG33ABC6	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Basic
18 Aug 2025	Neo Kelleher	614KELL1C7E3	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Basic
18 Aug 2025	Jude MacDonald	322MACD0C54BF	Org Ref: PhotoLtd Group Ref: PhotoLtd	Awaiting Verification	DBS Basic

Results per page 10 1 to 10 of 20 items

4 Click **Withdraw**

matrix security watchdog

Dashboard Applications Admin Reports

DR Demo Rb

Dashboard > Applications > James Fairwell

< Back to Applications

442FAIR2936BE Awaiting Verification

James Fairwell

Withdraw Delete

Created: 19 Aug 2025

Summary Details Notes Documents History

Summary

Candidate Details

Candidate Name	James Fairwell
Date Of Birth	03/08/1999
Reference	442FAIR2936BE
Group Name	PhotoLtdPrintingServices
Organisation	Photo Ltd
Organisation Reference	PhotoLtd
Position Applied For	
Consent Date	19 Aug 2025 - 08:59:56
Application Status	Awaiting Verification

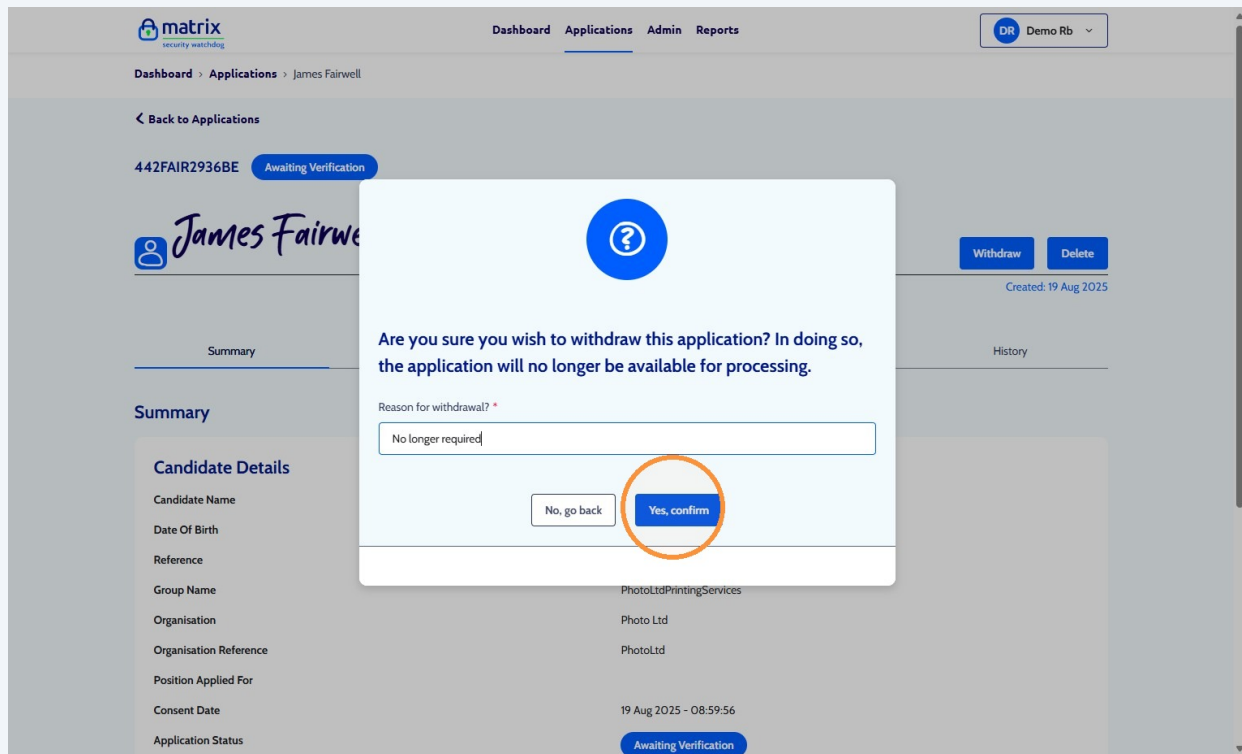
5

Enter why you are withdrawing the application in the 'Reason for withdrawal?' field

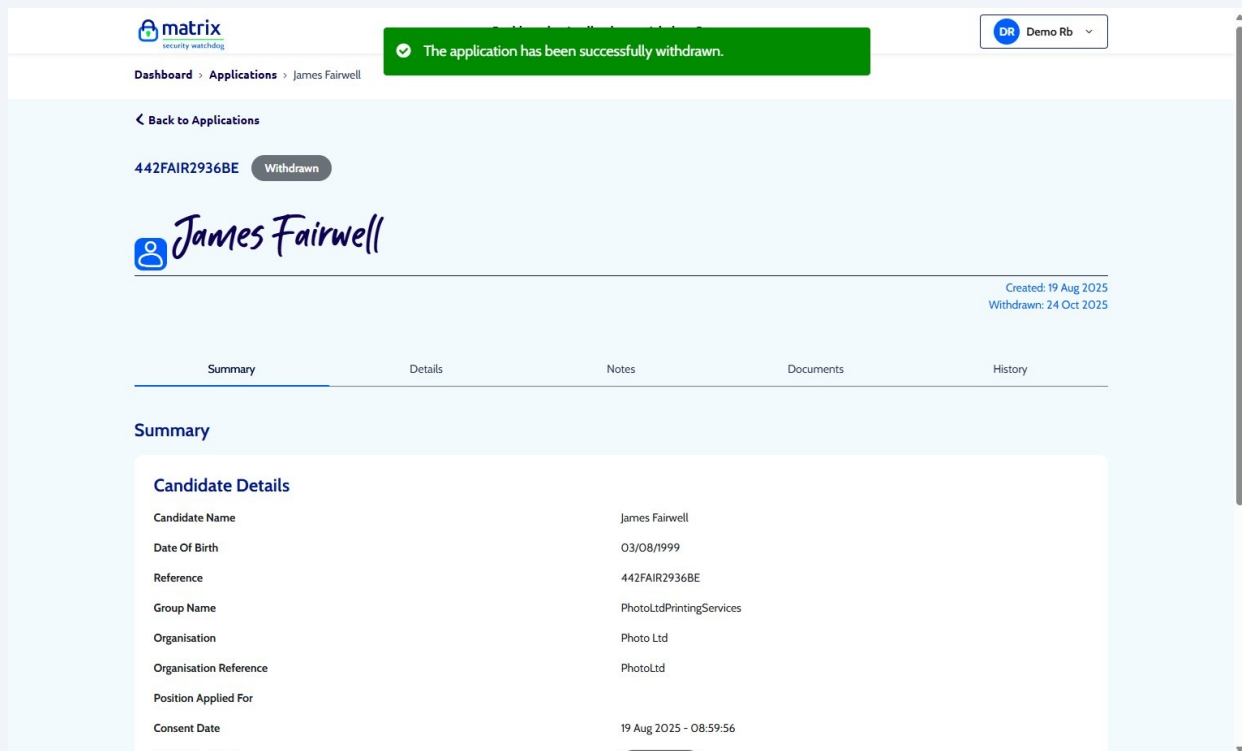
The screenshot displays the Matrix Security Watchdog web application. The top navigation bar includes 'Dashboard', 'Applications', 'Admin', and 'Reports'. A user profile 'DR Demo Rb' is visible in the top right. The main content area shows the 'Applications' section for 'James Fairwell'. A confirmation dialog box is overlaid in the center, asking 'Are you sure you wish to withdraw this application? In doing so, the application will no longer be available for processing.' The dialog features a blue question mark icon, a text input field for 'Reason for withdrawal?' (highlighted with an orange circle), and two buttons: 'No, go back' and 'Yes, confirm'. The background application details include a 'Summary' tab, candidate information for 'James Fairwell', and a table of application details.

Candidate Details	
Candidate Name	James Fairwell
Date Of Birth	
Reference	
Group Name	PhotoLtdPrintingServices
Organisation	Photo Ltd
Organisation Reference	PhotoLtd
Position Applied For	
Consent Date	19 Aug 2025 - 08:59:56
Application Status	Awaiting Verification

6 Click **Yes, confirm** to withdraw the application



7 A confirmation message will confirm the application has been withdrawn, and the status will change to 'Withdrawn'



8

The application will no longer visible or be available from the Dashboard categories