

## DBS Online Disclosure Guide (e-Bulk) Applicant Guidance Notes

You should only submit a DBS application using this site if you require a Disclosure & Barring Service (DBS) check as part of an employment, volunteer or umbrella organisation application with Derbyshire County Council. You can complete the online DBS check by accessing the internet from any PC/Laptop that has this facility. If you do not have access to a computer you can go to a local library or internet café.

### **LOGGING ONTO THE SYSTEM**

Please enter the following address in the web browser:-

<https://derbyshire.employmentcheck.org.uk>

Please ensure that you can see 'DERBYSHIRE COUNTY COUNCIL' in the top left hand corner. You will now be on the home page, select the 'Login' tab on the left hand side of the screen.

The screenshot shows the Derbyshire County Council Online DBS Service website. At the top left is the Derbyshire County Council logo with the tagline 'Improving life for local people'. To the right of the logo, the text 'Online DBS Service' is displayed. Below the header is a navigation menu with the following items: Home, Login, News & Updates, FAQ, Statement of Fair Processing, and Contact Us. The main content area features a large, colorful illustration of a town with a bridge over a river, a large building with a dome, and a church spire. Below the illustration are three smaller sections: 'News & Updates' with an image of a newspaper, 'Statement of Fair Processing' with an image of hands typing on a keyboard, and 'Contact Us' with icons for a telephone, an email symbol, and speech bubbles.

## DBS Online Disclosure Guide (e-Bulk) Applicant Guidance Notes

Please note at this stage of the process your login details are case sensitive.

Enter the Username and Password provided in the email link.

It is recommended that you copy and paste the password from your email into the Password field.

The screenshot shows the 'Online DBS Service' login page. At the top left is the Derbyshire County Council logo with the tagline 'Improving life for local people'. The page title is 'Online DBS Service'. A navigation menu on the left includes links for Home, Login, News & Updates, FAQ, Statement of Fair Processing, and Contact Us. The main content area is titled 'LOGIN SCREEN' and contains a welcome message: 'Welcome to https://derbyshire.employmentcheck.org.uk secure login for Disclosure and Barring Service checks. Please can you enter your username and password that has been securely emailed to you to access the online DBS application form. If you have forgotten your password please select "forgot my password" below, or contact the DBS Team on 01629 535118 option 3 or by email to DBS@derbyshire.gov.uk'. Below this is a disclaimer: 'Please note that by accessing https://derbyshire.employmentcheck.org.uk you are agreeing to the terms outlined in our Statement of Fair Processing.' The login form consists of a 'Login' header, a 'Username:' field, a 'Password:' field, a 'Login' button, and a 'Forgot my password' link.

Once you have completed this section click 'Login'

Please ensure you have your National Insurance Number to hand before starting this application.

# DBS Online Disclosure Guide (e-Bulk)

## Applicant Guidance Notes

Derbyshire County Council  
Statement of Fair Processing

### **Derbyshire County Council - Statement of Fair Processing**

In this fair processing statement, “we”, “us” and “our” refers to Derbyshire County Council and “you”, “your” and “user” refers to any visitor to the Employment Check service accessed using the following [www.derbyshire.employmentcheck.org.uk website](http://www.derbyshire.employmentcheck.org.uk)

By accessing this website and providing Derbyshire County Council (DCC) with your personal details, you agree to accept and be bound by the terms of the DCC Statement of Fair Processing which is summarised below.

Derbyshire County Council’s online Disclosure and Barring application service has been approved for use by the Disclosure and Barring Service (DBS). All information is stored in a secure environment, compliant with DBS standards and is encrypted and submitted to and from DBS via secure government pathway.

Our online service is committed to protecting the privacy of our users. When you supply any personal information to this site we have legal obligations towards you in the way we deal with your data.

- We hold your personal information on our systems for as long as needed to meet the service required, and remove it in the event that the purpose has been met.
- We will ensure that all personal information supplied is held securely, in accordance with the Data Protection Act 1998.
- We will provide a safe and secure experience for users of this site.
- Your personal information is only processed with your knowledge.
- Only information that we actually need is collected and processed.
- Your personal information is only seen by those who need it to do their job.
- Personal information is retained only for as long as it is required.
- Decisions affecting you are made on the basis of reliable and up to date information.
- Your information is protected from unauthorised or accidental disclosure.
- Inaccurate or misleading data will be corrected as soon as possible.
- Procedures are in place for dealing promptly with any dispute.
- All information held following a DBS application will be securely destroyed when no longer required
- In line with Section 7 of the Data Protection Act you will be provided with a copy of any information we hold on you, on request.

All information requested is used solely for the purpose of producing a criminal record certificate and is collected, stored and processed by DCC and the DBS in accordance with the Data Protection Act 1998. We will treat your personal information as confidential and we will not disclose it to any third party except

- (i) with your prior agreement;
- (ii) as necessary for providing our e-bulk online disclosure service to you; or
- (iii) as required by law.

All organisations which use the Employment Check service are required to sign an agreement requiring them to:-

- Abide by the Disclosure and Barring Service Code of Practice
- Abide by the Data Protection Act 1998
- Have a policy for the recruitment of ex-offenders
- Have a policy for secure storage, handling, use, retention and disposal of Disclosure information

## DBS Online Disclosure Guide (e-Bulk) Applicant Guidance Notes

The Employment Check service is hosted within an ISO27001 data centre and all components of the service are protected using detection and intrusion prevention devices. Completed applications are fully encrypted and securely transferred to the DBS using the Employment Check service interface.

I have read and understand this statement (tick to confirm)

**Terms & Conditions**

Please note that by accessing [employmentcheck.org.uk](https://employmentcheck.org.uk) you are agreeing to the terms outlined in our [Statement of Fair Processing](#).

By selecting 'Yes' and accessing the system you are agreeing to the following statement:-

You may undertake a search with Due Dilligence for the purpose of verifying my identity. To do so, Due Dilligence may check the details I supply against any particulars on any database (public or otherwise) to which they have access. They may also use my details in the future to assist other companies for verification purposes. A record of the search will be retained.


# DBS Online Disclosure Guide (e-Bulk) Applicant Guidance Notes

## **APPLICATION PRE-ENTRY STATEMENT**

The application pre-entry statement gives concise information in regards to the requirements by the DBS regarding acceptable identification in support of your DBS application.

A key requirement of the disclosure process through the Disclosure and Barring Service is for your identification documents to be verified. If you do not hold at least **one** of the identification documents listed below you should seek clarification from the Council's DBS Team in the Shared Services Centre on [01629 535118](tel:01629535118) (option 3) or recruiting manager prior to starting your application as you may not be able to submit your application online.

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence Photo Card (UK) (EU) (Full or Provisional) Isle of Man/Channel Islands
- Birth Certificate (UK and Channel Islands) issued within 90 days of your date of birth.
- Adoption Certificate

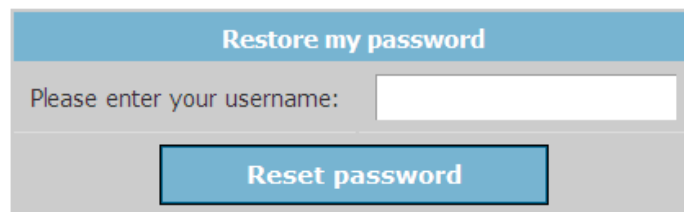
- The application form is a simple 4 step process. Please complete all fields.
- Mandatory fields are denoted by (\*)
- Holding your mouse over the  tool tip icon will provide additional detail as to the information required.

**Mistakes on the application form will cause delays in processing.**

## **FORGOTTEN/CHANGE PASSWORDS:**

If you have forgotten your password or would like to change your password, you should click on the "Forgot my password" link on the Login screen. You will then be prompted to enter your username, and click on "Reset password". You will then receive an email with a secure link enabling you to access the system in order to change your password.

If a password is entered incorrectly three times, your access will be revoked, and you will need to use the "Forgot my password" option to generate an email to your account with a secure link to access the system to change your password.



Restore my password

Please enter your username:

Reset password

# DBS Online Disclosure Guide (e-Bulk) Applicant Guidance Notes

## ABOUT YOU

### Please enter your personal details.

If you have any middle name(s) ensure that you enter these details, particularly those that appear on your identity documents, e.g. passport, driving licence, birth certificate, etc. Any missing information from this or any other section can delay the processing of your criminal record check.

Home
FAQ
Logout

### DBS APPLICATION : Disclosure Application Form

Welcome, Chris Steele

[Details](#) >> [Addresses](#) >> [Names](#) >> [Confirmation](#)

You must fill in the fields marked with a \*

Applicant Details	
*Title:	Mr
*Surname:	STEELE
*Forename:	CHRIS
Middle name(s):	<input type="text"/> <input type="text"/> <input type="text"/>
*Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female
*Date of Birth:	01 / 01 / 1980
National Insurance Number:	<input type="text"/> - <input type="text"/> <input type="text"/>
Current Address Details	
Please provide one of the following: a Flat Number, a House/Building Name or a House Number.	
Flat Number:	1
House/Building Name:	<input type="text"/>
House Number:	<input type="text"/>
*Street:	ASD
Address line 2:	<input type="text"/>
*Town:	ASD
County:	<input type="text"/>
Post Code:	ME3 8NF
*Country:	United Kingdom
*Current Address Since:	01 / 2004
Details of position for which application is being requested	
Position applied for:	TEACHER
Organisation name:	KCC
Working at Home Address:	No
<a href="#">Click here if these details are incorrect</a>	
Additional personal details	
Surname at birth (if different):	<input type="text"/>
Used until:	Y
Place of Birth:	<input type="text"/>
*Town/City:	ASD
County/District:	<input type="text"/>
*Country:	United Kingdom
Nationality:	<input type="text"/>
Contact number:	<input type="text"/>

Next 2 of 4

## DBS Online Disclosure Guide (e-Bulk) Applicant Guidance Notes

Please enter your current address and Additional Personal details.

### **ADDITIONAL INFO**

#### **Place of Birth**

Please enter details of your place of birth.

#### **Nationality at Birth**

Please enter your Nationality at birth and state YES or NO as to whether this has changed since you were born. If this has changed, you will be required to enter your current nationality.

#### **Changed Surname**

If you have changed your surname please provide your birth surname and the year you changed it. Please ensure that where names change they run in date order and with no gaps.

After clicking the button at the bottom of the screen "Next 2 of 4" you may have a message appear regarding middle names. If you have not declared a middle name at this point the following message will appear



You have not declared any middle names.

Please note you must declare any middle names you have as these will be verified against your identity documents as part of your application.

To add a middle name please click cancel. To proceed please click OK.

OK

Cancel

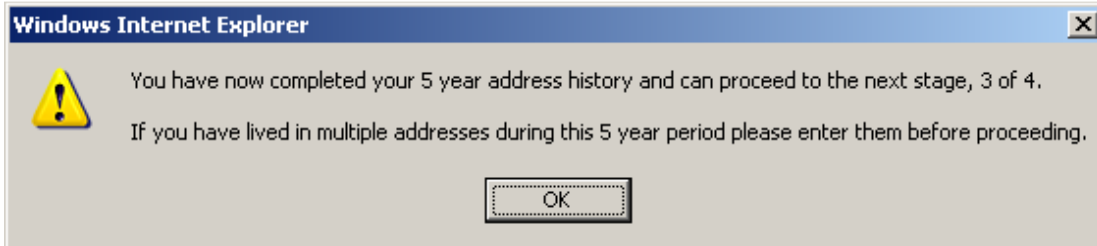
Click cancel to add a middle name or click ok to proceed.

If you have not lived at the property specified in Current Address for more than five years, you will be taken to another screen. Here you will be required to add any additional addresses to ensure your address history goes back the required five years. If you previously input a date that is longer than 5 years in your current address details then you can proceed to the "Next 3 of 4" button. **Please note if you do not provide a minimum of five years address history, you will not be able to proceed to the next stage of the application process.**

#### **Address Dates**

There cannot be any gaps in your address history. Please ensure that the month and year of each address follows that of the previous address. If you do not submit the required 5 year address history you will not be able to proceed with the application until the dates are covered. However, overlaps are permitted which is useful for students who have university addresses whilst also having their parents address as their permanent residence. Although overlaps are permitted the system will pick up any gaps in your address history. Once five years continuous address history has been provided you have the option to add any additional addresses. An alert will show as below to do this

## DBS Online Disclosure Guide (e-Bulk) Applicant Guidance Notes



Once an address has been entered, you can edit any information by clicking on the 'Edit' button.

### **Postcode**

Please ensure that all UK addresses have a full postcode.

### **No Fixed Abode UK**

If you were of no fixed abode within the UK please enter the nearest town/city address to the location you were based.

### **Foreign Addresses/Travelling Overseas**

If you have travelled overseas and cannot supply the address for a foreign country then please enter 'no fixed abode' for Address Line 1. Please then enter the Town/City and Country of where you were residing within this period.

## Disclosure Application Form

[Details >>](#) [Addresses >>](#) [Names >>](#) [Confirmation](#)

Please provide your 5-year address history from the date the application form is submitted. You should include overseas addresses where necessary. There must be no gaps in the addresses provided for this period. Please give full address details including postcode and the dates at which you resided at these addresses. If you do not provide a full 5-year address history you will not be able to submit the form

**Missing: You must provide full history for last 5 years**

Previous Addresses			
*Please provide at least one of the following: a Flat Number, a House/Building Name or a House Number.			
Flat Number:	<input type="text"/>		
House/Building Name:	<input type="text"/>		
House Number:	<input type="text"/>		
*Street:	<input type="text"/>		
Address Line 2:	<input type="text"/>		
*Town:	<input type="text"/>		
County:	<input type="text"/>		
Post Code:	<input type="text"/>		
Country:	United Kingdom <input type="button" value="v"/>		
*Used From: <input style="font-size: small; vertical-align: middle;" type="button" value="?"/>	M <input type="button" value="v"/>	Y <input type="button" value="v"/>	
*Used To: <input style="font-size: small; vertical-align: middle;" type="button" value="?"/>	M <input type="button" value="v"/>	Y <input type="button" value="v"/>	
<input type="button" value="Add address"/>			
Address	Date from	Date to	
1 ROAD TOWN ME10 1QX GB	01 - 2010	02-2013	<input type="button" value="Edit"/>



# DBS Online Disclosure Guide (e-Bulk)

## Applicant Guidance Notes

### OTHER NAMES

The next screen will ask if you have used any other names during your lifetime.

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename, middle name(s) and surname separately using the 'Add Name' button below. If you have used any aliases, e.g. Robert known as Bob, please also supply these details.


**Failure to supply any additional information may cause your application to be delayed.**

### Disclosure Application Form

Details >> Addresses >> Names >> Confirmation

You must fill in the fields marked with a \*

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used

Other names used	
*Name type:	<input type="text" value="Select name type"/>
*Other name used: 	<input type="text"/>
*Used From:	<input type="text" value="Y"/>
*Used Until:	<input type="text" value="Y"/>
<input type="button" value="Add name"/>	
<input type="button" value="Previous 2 of 4"/>	<input type="button" value="Next 4 of 4"/>

Once this has been completed click "Next 4 of 4"

## DBS Online Disclosure Guide (e-Bulk) Applicant Guidance Notes

### **EMPLOYMENT DETAILS**

**Position Applied For and Employer Name:**

These fields will be pre-populated by the DBS Team at the Shared Services Centre at the Add Applicant stage.

Please ensure the relevant job role from the position applied for and employer name has been selected before completing the application form. It is also necessary to check the relevant workforce that applies to your position i.e. Child Workforce or Adult Workforce or Both.

If the incorrect job role and workforce has been selected then this may cause your application to be delayed.

## DBS Online Disclosure Guide (e-Bulk) Applicant Guidance Notes

### **CONVICTION HISTORY**

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? Please Select "Yes" or "No".

[DBS Criminal Record Filtering Guidance](#)

For exceptions to this legislation or for more information please refer to Rehabilitation of Offenders Act 1974 at:

[Rehabilitation of Offenders Act 1974](#)

## DBS Online Disclosure Guide (e-Bulk) Applicant Guidance Notes

Now please read through your application to ensure that there are no omissions or errors before you submit your application. If you wish to edit a section of your application you can navigate back to the screen with the incorrect information and amend it.

At the end of the application please make sure that you complete the Applicant Consent section and tick to confirm. Then click Submit. Example only below –

Applicant Details		
Current name:	MR THOMAS VANDERSTEEN	
Gender:	MALE	
National Insurance Number:		
Position Details:	CHILD AND ADULT WORKFORCE TEACHER in ACADEMY TEST	
Date of birth:	11-07-1985	
Surname at birth (if different):		
Place of birth:	GREATER LOOMING	
Contact Number:		
Are you a volunteer:	NO	
Address History		
Address	Date from	Date to
10 HIGH STREET WOULDHAM ME9 2PN GB	10-1994	0 2-2014
Applicant declaration and consent		
*Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? <sup>?</sup>		
<input type="radio"/> Yes <input type="radio"/> No		
Declaration by Applicant		
I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence. <sup>?</sup>		
*Please tick to confirm: <input type="checkbox"/>		
<a href="#">Previous 3 of 4</a>		<a href="#">Submit</a>

## DBS Online Disclosure Guide (e-Bulk) Applicant Guidance Notes

You have now completed your application form and you will receive an onscreen confirmation email containing these details of a successful submission.



The screenshot shows a confirmation screen with a purple header. On the left is a navigation menu with 'Home', 'FAQ', and 'Logout' buttons. The main content area features the heading 'Application Submitted' in blue, followed by a thank-you message and a note about ID verification.

Home

FAQ

Logout

### Application Submitted

Thank you for completing your DBS Application Form, you will receive a confirmation email shortly. Please note if you have not had your ID verified you will need to contact your ID Verifier to arrange a suitable date and time to do this.

You should then log out of the system.

Once your ID has been verified by the nominated ID Verifier/Recruitment Manager your online application will be processed by the DBS Team at the Shared Services Centre.

### **TRACKING THE PROGRESS OF YOUR APPLICATION WITH THE DBS:**

You can track the progress of your application using: <https://secure.DBSONline.gov.uk/home/home.do>. This service is open to applicants, employers and Registered / Umbrella bodies.

To track an individual application you will need to provide:

- The applicant's date of birth
- The disclosure application form reference number

### **CONTACT DETAILS:**

Please contact Derbyshire County Council's DBS Team at the Shared Services Centre, if you have any queries regarding the DBS application or if you experience any technical issues with the online system, on 01629 535118 (Option 3). Lines open 9.00am-5.00pm Monday to Friday. Alternatively you can contact the DBS Team by e-mail at [dbs@derbyshire.gov.uk](mailto:dbs@derbyshire.gov.uk)

# DBS Online Disclosure Guide (e-Bulk)

## Applicant Guidance Notes

### What Documents Do I Need to Produce?

**NB: Failure to produce sufficient identity documents will lead to delays in the appointment process and may lead to withdrawal of the offer of employment**

#### Route 1

Route One must **always** be attempted to be taken. Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. One document must verify the applicant's current address.

#### Route 2

One document must be seen from Group 2a and two further documents from Group 2a or 2b; one of which must verify the applicant's current address. Applicants will also be required to undergo an external ID validation check through Route Two.

#### Route 3

A Certified copy of a UK Birth Certificate (UK and Channel Islands, issued after the time of birth by the General Register Office/relevant authority) is required to be seen and four further documents must be seen from Group 2 comprising of one document from Group 2a and three further documents from Group 2a or 2b; one of which must verify the applicant's current address.

#### Group1 – Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence Photo Card (UK) (EU) (Full or provisional) Isle of Man /Channel Islands
- Birth Certificate (UK, Isle of Man and Channel Islands)- issued at the time of birth (registration within 12 months of birth);  
Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- Adoption Certificate (UK and Channel Islands)

#### Group2a – Trusted Government/State Issued Documents

- Current Driving Licence – old style paper version UK, Isle of Man, Channel Islands and EU (full or provisional)
- Current Driving Licence – Photo Card. All other countries (full or provisional)
- Birth Certificate (UK, Isle of Man and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

#### Group2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)\*\* (Non-EEA statements must not be accepted)
- Bank/Building Society Statement (UK or EEA)\* (Non-EEA statements must not be accepted)

## DBS Online Disclosure Guide (e-Bulk) Applicant Guidance Notes

- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)\* (Non-EEA statements must not be accepted)
- Financial Statement\*\* - e.g. pension, endowment, ISA (UK)
- P45/P60Statement\*\* (UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands)\*\*
- Work Permit/Visa (UK) (UK Residence Permit) \*\*\*
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application)
- Utility Bill (UK)\* – Not Mobile Telephone
- Benefit Statement\*- e.g. Child Allowance, Pension
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands)\*-e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card\*\*\*
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (16/17 year olds in full time education - only used in exceptional circumstances when all other documents have been exhausted)\*\*\*

Please note:

\* Documentation should be less than 3 months old

\*\* Issued within the past 12 month

\*\*\*Must still be valid

### **SECURITY, CONFIDENTIALITY AND RETENTION.**

Disclosure information is treated with the utmost confidentiality such that access to disclosure information is restricted to only those individuals who have a requirement to see it in the course of their duties. Information should only be disclosed to third parties in exceptional circumstances and with the consent of the DBS.

Where Disclosures are required to be seen for a recruitment decision the applicant must retain their Disclosure certificate and not the manager. The Disclosure information is held on a safe and secure electronic DBS checking system and can only be accessed by individuals who have a requirement as part of their duties.