

SHARED SERVICES CENTRE
DISCLOSURE AND BARRING
TEAM
(Recruitment and Appointment)

Application Form and Guidance Notes
For Applicants and Managers/ID Verifiers

In order to prevent a delayed application please read the Guidance Notes which include where to sign the Application Form

Section Y should only be completed by the SSC

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General Rules

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Here are some general rules that apply throughout the application form:

- Write clearly in CAPITAL LETTERS using black ink and place only one letter or number in each box. Leave a blank box as a space between words.

A grid of boxes for a name. The first row contains 'F O S T E R' followed by 10 empty boxes. The second row contains 'V A N E S S A' followed by a space, then 'L E S L E Y' followed by 6 empty boxes. A green checkmark is in the top right corner.

- If any of the fields are not relevant to your particular application, please leave them blank. Do not strike through any of the sections or state that a field is 'not applicable' or 'N/A'.

A form field labeled '18 e-mail address' with a grid of boxes. The first row contains 'N/A' followed by 10 empty boxes. A red 'X' is drawn over the entire field.

- Do not write anything outside the boxes on any part of the form, including the front page.

A form field labeled '18 e-mail address' with a grid of boxes. The text 'VANESSA.FOSTER@EMAIL.' is written across the boxes, with some characters outside the box boundaries. A red 'X' is drawn over the field.

- Don't place any stickers or stamps on the form, for example address labels.
- Do not use correction fluid.
- If you make a mistake when choosing one of the X boxes, place a cross in the correct box and circle it.

Two form fields. Field '19 contact telephone number' has a grid of boxes. Field '20 do you have a national insurance number?' has 'no' and 'yes' options, each with an 'X' in a box. A green checkmark is in the top right corner.

- If you make a mistake when writing in your details, put a line through the mistake and, if enough empty boxes remain in that field, write the correct information starting in the next available text box to the right. If there is not enough space, you must include the information instead on an official continuation sheet.

A grid of boxes for a name. The first row contains 'VANESSAFOSTERVANESSA.F' with a line through the first part. The second row contains 'OSTER@EMAIL.COM' followed by 4 empty boxes. A green checkmark is in the top right corner.

- Continuation sheets can be downloaded from the DBS website www.gov.uk
- Use them to record information that is required but which you are not able to fit in the boxes provided on the application form, such as 'other names' combinations and 'other addresses'.
- Follow the same general rules when filling in the continuation sheet that are outlined here for completing the application form.
- Include the application form reference number (located on the front of the form) along with your name and date of birth on the continuation sheet to ensure that it can be matched up to your form.
- Do not attach anything to the form by any means. Continuation sheets should be placed inside the relevant application form.
- As an applicant, you must complete all of the mandatory information – that is, the fields marked in yellow - in Sections a, b, c and e and all other fields that are relevant to your application.
- If you answer 'yes' to any of the mandatory fields marked in yellow, you must then go on to complete the rest of the details requested. Please be aware that, if any required information is

missing, your form will be rejected and your application delayed.

20	do you have a national insurance number?	no <input type="checkbox"/>	yes <input type="checkbox"/>	If 'yes' you must complete a21, if 'no' go to a22
21	national insurance number	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION A - applicant's details

Section 'a' requires you, the **applicant**, to record your full name, gender, date and place of birth and other information relating to your personal documentation. You will also be asked by the recruiting / line manager to provide original documentation to confirm many of the details you provide in this section.

[a1] TITLE:

Place an X in the box against your title. If your title is not listed don't cross any of the boxes but instead write your title in the space provided.

As crossing the 'Mrs' box tells us that you are married, we will need to see your maiden name later on in the form as part of your 'other name' combinations. This, of course, is the case for anyone that is or has been married.

[a2-3] FULL NAME:

Write your current name in full, including your surname and all your forenames, even if you don't use them regularly. Remember to write in capital letters and leave a blank box as a space between each name.

If there are not enough boxes for you to provide all of your forenames then please record any additional names on a continuation sheet, which can be downloaded from the DBS website at www.gov.uk

[a4-13] OTHER NAMES:

Next, you must tell us if you have ever been known by any other names – this includes surnames and forenames. This could be through marriage, civil partnership, divorce, deed poll or for any other reason.

If you have used other names, you must cross the 'yes' box against a4 and then provide us with all the combinations of both your forenames **and** surnames that you have used.

These fields work in groups of three, a5 to a7, a8 to a10 and a11 to a13. Make sure that with each surname you provide you also include the forename or forenames that you used with that surname, and the dates between which you used each of these name combinations. As indicated by the lettering in the boxes MMYYYY, the dates in this section should be provided using the month and the full year.

If any of these pieces of information are missing, your form will be rejected and your application delayed.

There is space to include three of these name combinations on the form. If you have used more than this, then you must provide the details on an official continuation sheet. Go to www.gov.uk to download a sheet.

[a14] DATE OF BIRTH:

As with any date fields on the form, the date of birth boxes indicate the format that you need to use when supplying this information. In this case, begin with the day first, followed by the month and then

the year in full. For example, if you were born on 29th March 1968, you would place '29' in the 'D' boxes and '03' in the 'M' boxes, followed by the year of your birth in full, '1968' in the 'Y' boxes. Please take a careful look at the format required before you write in any date fields.

[a15] GENDER:

Place an X against your gender. Transgender applicants should contact the DBS www.gov.uk for further advice.

[a16-17] PLACE OF BIRTH – TOWN & COUNTRY:

Provide both the town and the country in which you were born, these details must match those found on your birth or adoption certificate. These fields are marked in yellow, which means they must be completed.

[a18] EMAIL ADDRESS:

Please provide us with your email address if you have one. Although you don't have to include this information, it is useful as we may email you if we need to contact you about your application. This must also be written in capital letters.

[a19] CONTACT TELEPHONE NUMBER:

You don't have to provide us with a contact telephone number, but it is helpful if you do include either a mobile number or a landline, including the area code (for example 01629), as **we may use this if we need to contact you about your application.**

The remaining fields in section 'a' relate to your personal documentation, including your national insurance number, driving licence and passport. You must indicate if you have any of these by placing a cross in the respective boxes. Section 'a28 and a29' should not be completed as indicated on the form.

If you don't have the document or number being requested, just put a cross in the respective 'no' box and move on to the next question.

Remember, if you make a mistake when choosing one of the X boxes, place a cross in the correct box and circle it. **Don't use correction fluid.**

If you place a cross against one of the 'yes' boxes, for example to indicate that you hold a valid passport, you must then also provide the details requested about that particular document, in this case, your passport number, nationality and the country of issue. Please take care whilst filling in these details and make sure that you provide the correct information as it appears on the relevant document.

If you have indicated that you hold a driving licence or a passport, you must produce the originals for the Registered Body to confirm the details you have provided on your application form. The UK photocard driving licences are only valid with the paper counterpart, so both parts must be produced. We do not want to know about foreign driving licences. Only tell us about a valid driving licence from England, Wales, Scotland, Northern Ireland, the Isle of Man or Jersey.

SECTION B – current address

Sections b and c of the application form ask you for details of your five-year address history.

If you do not have a straightforward address history, perhaps because you are a student, a frequent traveller, a member of H M Armed Forces or you are in sheltered accommodation, the link at the end of this section will take you to the DBS website which will provide you with more detailed information about how to fill in your address information in sections b and c on the application form. However, in many instances, the guidance which follows still applies so we recommend that you read this through first.

Provide the address where you are currently living in section b. This will be where we will write to you and send the results of your DBS check.

If the first part of your address is fairly lengthy, as in our example, you may split it across the two lines of boxes in section b32. Remember to leave an **empty box** between each word.

Please ensure that you provide a complete address. The only field that is not mandatory is the county (b34).

The country field is mandatory. If you are a resident of the United Kingdom you must write the words UNITED KINGDOM in b36 and provide your postcode in b35. If you do not live in the United Kingdom, you must still provide the name of the country where you live but leave the postcode field blank.

In b37 put the month and year that you moved into this address.

If you do not have a straightforward address history because you are, or have been in the last five years:

- [a student](#)
- [working away from home](#)
- [a frequent traveller](#)
- [living on a canal boat, cruise ship or merchant vessel](#)
- [of no fixed abode](#)
- [a member of H M Armed Forces](#)
- [overseas](#)
- [living in a refuge or sheltered accommodation](#)
- [Travelling/gap years](#)

You can contact the DBS team 01629 535118 option 2, for more detailed information about how to fill in your address history in sections b and c on the application form.

Alternatively if you do not fall into any of these categories and you are having difficulty completing your address history, please contact the DBS on 0870 90 90 811 for further advice. The most important points to remember in all cases are:

- We require a complete address history going back a full five years prior to the date you complete your application
- The address you provide in section b as your 'current address' should be where you want us to write to you and where you will receive your certificate.

SECTION C – other addresses

If you have not lived at the address entered in Section b for at least five years, you must provide all the other addresses you have lived at going back a full five years from the date you are filling in the form.

Your address history should not have gaps. The dates should run continuously between each address. Gaps would prevent your application form from being processed.

If you have lived overseas during this period, please write overseas and the country you resided at.

There is space on the form to record up to two additional addresses. The full address details are requested in a block of six fields, which are similar to those in section b where you have supplied your current address. Please start with your most recent address and work backwards from there. A complete address is required and, as with section b, the 'county' field is not mandatory.

You must also include the dates that you lived at each address. Please ensure that there are no gaps in your address history when you are supplying these dates. This means that the month and year that you left one address will ideally match the month and year that you moved into the next address.

Further addresses should be provided on an official continuation sheet, which can be downloaded at www.gov.uk

These sheets contain fields similar to those on the application form. Please enter the 'from' and 'to' periods for your addresses in MM/YYYY format.

Include the form reference number (located on the front of the form) at the top of the continuation sheet to ensure that it can be matched up with your application form.

SECTION D – Do not complete

This section of the DBS form is no longer a requirement to be completed.

SECTION E – declaration

Once you have filled in all parts of sections a, b, c and e that are required for your application, you must fill in section e before taking your form back to the person who asked you to complete it.

[e55] CRIMINAL RECORD:

When placing an X in the relevant box to the question 'Have you ever been convicted of a criminal offence or received a caution, reprimand or warning?' Please note that when placing an X in the relevant box **the question you are answering is 'do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?' The Disclosure and Barring Service have changed this question but haven't changed the DBS application forms to date.**

[e56-57] DECLARATION: (This must be signed by the applicant)

Before signing the form, you must read the declaration. If you agree that the information you have provided in the application is complete and true, sign the form. Please ensure that your signature is contained within the box provided and then date the form.

What happens next?

Once you have completed sections A, B, C and E of the application form, read through it to make sure that you have supplied all the information that is required for your application.

- Have you completed all of the mandatory sections marked in **yellow**, even if that means crossing a 'no' box when appropriate?
- Have you told us about all of your **middle names** and included all of your name combinations?
- Have you told us whether you hold any of the documents that we asked you about in section a?

- Check the dates you have provided with your addresses – do they provide a continuous five year history with no gaps?
- Have you signed the declaration and dated the form in section e?
- If you have used a continuation sheet, have you included your details and form reference on the sheet so we can match it up with your application form?

Now, keep a note of the form reference number, which is on the front of the application form, so that you can track the progression of your application once it reaches the DBS.

To do this, go to **www.gov.uk**. The on-line tracking service is free to use.

It will tell you what stage an application has reached in the process from the point at which it is received by the DBS. It will also tell you the date on which your certificate is despatched.

- **As an applicant you should not send your form directly to the DBS.** Your application form, and any continuation sheets you have used, should now be handed back to an appropriate person within the Registered or Umbrella Body such as **your manager or headteacher**, who will check your documents and complete **Section W** on the back page of the application form. They will then send the completed form to the DBS Team for processing.

CHANGES TO THE WAY WE ACCESS CRIMINAL RECORDS INFORMATION.

The Council along with other Registered Bodies of the Disclosure and Barring Service will no longer receive a copy of the applicant's disclosure. This will mean that **only the applicant** is sent the disclosure and will be required to **produce the original certificate** to the manager or school. The information on the certificate should be recorded by the manager/school on the Verification of Criminal Records Information Form (appendix A or B) which can also be found on Dnet and Schools Extranet.

GUIDE TO COMPLETING THE APPLICATION FORM – for Managers/Verifiers

See Page 8 for Applicant Only Certificates

This part of the guide is aimed at Registered Bodies and provides step-by-step information on how to complete sections w, x and y on the back page of the application form.

It also gives advice on the essential checks of an applicant's identity documents and of the information supplied by the applicant in the centre pages of the form.

Managers/verifiers are responsible for ensuring the correct completion of application forms for DBS checks. Making a mistake on the form at this stage, and not spotting any errors made by the applicant during your checks, may delay the processing of the application.

If any required information is missing, the form will be rejected and returned to the Shared Service Centre by the Disclosure and Barring Service delaying the process considerably.

SECTION W – evidence of identity

Section W of the form must be filled out. The verification boxes are no longer mandatory to fill out, but you can do so if you feel it would help you with verifying the ID.

The Registered Body's approved ID evidence checker must vigorously check the identity of the applicant from the list of approved documents. This is vital to the application process and the integrity of the checks carried out by the DBS, so please ensure extreme diligence throughout this process.

Only original documentation should be provided by the applicant, do not accept photocopies.

For more information about the range of documents that can be accepted as evidence of an applicant's identity, go to page 16 or www.gov.uk

[w58] NAME OF ID CHECKER: Please enter the full name of the person who has seen the documents presented to support the identity of the applicant. This can be entered by the person who carried out

the identity check.

For help and assistance in completing this page please follow CRB guidance on the website - www.crb.gov.uk
Complete all sections marked in **BLUE** - if you do not, this form will be returned unprocessed and this will delay this application.

W evidence of identity

58 name of evidence checker: S T U A R T W O O D S

59 have you established the true identity of the applicant, by examining a range of documents as set out in CRB guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes? no yes

X apply for a CRB check

CRB

The full list of acceptable ID documents is on page 16.

To assist you, or the person carrying out the ID checks on your behalf, there are a number of verification boxes in section 'a' of the form and a further verification box in section 'b'. These are labelled 'registered body use only'.

The person named in w58 can place an X in the relevant verification boxes to indicate that they have seen an original ID document which matches exactly the information provided by the applicant, if the field relating to that document has been completed. These verification boxes cover the applicant's: Title, Full Name, Date of Birth, Driving Licence number, National Insurance number, Passport number and Current Address.

THE CHECKING PROCESS - If this information is not checked and verified it will affect the information released by the DBS and may result in the release of an inaccurate DBS certificate.

The first set of checks refers to the applicant's current name, including their title, surname and forenames.

If the details provided in a1 to a3 are different to the applicant's name at birth, ensure that you see the relevant documentation, for example, a marriage certificate or deed poll, which validates their name change.

20 do you have a national insurance number? no yes If 'yes' you must complete a21, if 'no' go to a22

21 national insurance number: N W 8 1 6 2 7 9 D

22 do you hold a valid UK driving licence? no yes If 'yes' you must complete a23, if 'no' go to a24

23 driving licence number: F O S T E 6 0 9 0 3 B V L 9 L T

24 do you hold a valid passport? no yes If 'yes' you must complete a25, a26, and a27, if 'no' go to a28

25 passport number: 0 2 5 7 8 4 7 8 9

26 nationality: B R I T I S H

27 country of issue: U N I T E D K I N G D O M

registered body use only	
a1-a3 verified	<input checked="" type="checkbox"/>
a14 verified	<input type="checkbox"/>
a21 verified	<input type="checkbox"/>
a23 verified	<input type="checkbox"/>
a25 verified	<input type="checkbox"/>

If you require information or advice about how transgender applicants should complete the form, contact the DBS at www.gov.uk

If the applicant has been known by other names for any reason, whether in an official or unofficial capacity, all of their 'other name' combinations must be provided. You must first ensure the applicant has crossed the 'yes' box in section a4. You must then check that each name combination has been supplied in the correct format with the surname, forenames and the dates between which the

combinations were used being provided each time. The dates should be provided using the month and full year (MM/YYYY) format.

There is no specific verification box for you to cross in relation to this.

Documents in a previous name may be accepted but only where the applicant can provide documentation supporting a name change.

The applicant must provide at least one document for you to be able to validate their date of birth. When checking this field, please ensure that it has been completed using the correct format – with the day followed by the month and then the year in full. Be particularly careful to check that the American format has not been used, as this would switch the day and the month around.

The next three verification boxes in section 'a' refer to the applicant's personal documentation, specifically their National Insurance number, U.K. driving licence and passport details.

You must see acceptable documentation to verify each of the details provided by the applicant. If, when carrying out your checks, you find that the information provided on the form does not match that on the document provided – for example, because the applicant has missed out a number from their passport or written the wrong letter at the end of their driving licence details, the applicant must put a line through the incorrect data and provide the correct information on a continuation sheet.

If the applicant has crossed the 'yes' box at a20 to indicate they have a National Insurance number, you must ensure that the number supplied on the application form matches the NI number on the identification document supplied.

This should be in the form of two letters followed by six digits and ending in a letter.

If you are able to verify that the information supplied on the form is correct, place a cross in the relevant verification box.

If the applicant does not have a National Insurance number, please ensure the 'no' box has been crossed at a20.

If the applicant has indicated that they hold a valid U.K. driving licence by crossing the 'yes' box at a22, you must ensure the driving licence number on the original document matches the information the applicant has supplied on the form.

We do not want to know about foreign driving licences. Acceptable driving licences for this section will be from England, Wales, Scotland, Northern Ireland, the Isle of Man or Jersey. If the applicant does not hold a valid U.K. driving licence, please ensure the 'no' box has been crossed at a22. Please be aware that a Northern Ireland driving licence number does not follow the same format as other U.K. driving licences and has fewer characters.

If the applicant has crossed the 'yes' box at a24 to indicate they hold a valid passport, you must ensure that the passport number supplied on the application form matches the number on the original passport.

Although the verification check box only refers to this field, please also check that the applicant has correctly filled in all the fields relating to their passport.

b current address Please give details of your current address.
This is the address to which all correspondence will be sent.

32 address 1 5 M I D D L E C O T T A G E
M A R S H R O W
33 town/village K I N G S T O N N R S T U R M I N S T E R
34 county D O R S E T
35 UK postcode D Z 1 0 2 A L 36 country U N I T E D K I N G D O M
37 at address since 0 7 2 0 0 8

You must provide all other addresses where you have lived in the last 5 years. There must be no gaps in dates, however, overlapping dates are acceptable.

registered body using
current address verified?

It is important to carefully check the current address supplied in Section b, as it is the address to which the certificate containing the outcomes of the DBS check will be sent to the applicant. The county field is the only one that is not mandatory in this section. All other fields must be completed or the application will be delayed.

If the applicant lives in the United Kingdom, England or U.K will suffice.

Finally, check if the applicant has filled in the date field at b37 with the month followed by the year in full to indicate the date they first started living at their current address. Once you have verified the current address details from the original versions of acceptable documentation, cross through the box in section b.

If the date at which the applicant began living at their current address is five years or more prior to the date on which the applicant completed the form then no further addresses are required. However, if they have been at the current address for less than five years, you must ensure the applicant has filled in section c on the form with any other addresses they have lived at during those five years.

Check the dates carefully to ensure that a continuous five-year address history has been supplied.

The form provides space for two additional addresses. A continuation sheet should be used if further addresses need to be detailed to provide the full five-year history.

[w59]

Once all the identity checks have been completed, the person who carried out the ID checks must place an X in the relevant box to indicate whether they have established the applicant's true identity by examining original and valid versions of documents and completing the verification check boxes.

For help and assistance in completing this page please follow CRB guidance on the website - www.crb.gov.uk
Complete all sections marked in BLUE - if you do not, this form will be returned unprocessed and this will delay this application.

w evidence of identity

58 name of evidence checker S T U A R T W O O D S

59 have you established the true identity of the applicant, by examining a range of documents as set out in CRB guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes? no yes

x apply for a CRB check CRB

Every effort must be made to establish the applicant's true identity in line with the full list of acceptable ID documents, which is available from www.gov.uk

In the exceptional circumstances that you are unable to do so, you must provide a full explanation of why that is the case.

It is good practice to check the applicant has correctly filled in **all** the fields that apply to them in sections A, B, C and E of the form so that any errors can be corrected at this point and unnecessary delays can be avoided at a later stage. Why not have a look at the chapter of this guide entitled 'Guide for Applicants' to see exactly how the applicant should fill in their part of the form.

SECTION X – apply for a DBS check

Section x of the application form relates to applications for a DBS check

[x60] APPLY FOR DBS CHECK – DO NOT USE.

Refer to the DBS website www.gov.uk (Eligibility) for the full list of categories for which a DBS check can be applied for. If you have any doubt regarding eligibility of a DBS check please speak to your line manager.

[X61] POSITION APPLIED FOR

The first line **must** indicate the relevant workforce of the position. 'Child Workforce' used for positions working/volunteering with children, 'Adult Workforce' used for working/volunteering with adults and 'Child and Adult Workforce' for both groups. Enter the details of the position for which the DBS check is required on the second line, this must be descriptive i.e. volunteer classroom helper **NOT** Volunteer.

[x62] ORGANISATION NAME

Enter the full name of the organisation for which the applicant will work.

[x63] LEVEL OF DBS CHECK

Place an X in the relevant box to indicate which level of DBS check is required. Please only select one option.

An Enhanced DBS check is appropriate for those working with children or adults as it provides a check of the relevant barred lists.

If the applicant is applying for work in 'regulated activity' with children or adults, then an Enhanced DBS check should be applied for. For more information about regulated activities go to www.gov.uk (Eligibility) or seek advice from the DBS Team at the Shared Services Centre on 01629 535118 option 2.

If you have crossed the relevant X box to indicate that an Enhanced level of DBS check is being applied for, you must complete all the remaining fields in this section. Remember, if you make a mistake when choosing one of the X boxes, place a cross in the correct box and circle it. Don't use correction fluid.

[x64-65] REGISTERED TO WORK WITH CHILDREN/ADULTS

These questions allow you to indicate if you require a check of the relevant Barred Lists as part of the Enhanced DBS check. They are also important to help the police determine the relevancy of the information they hold in relation to the position applied for.

A check of both the Children's Barred List and the Adults Barred List is not automatically included as part of the Enhanced DBS Check – the list checked is dependent on the nature of the work the applicant will be undertaking. If the position involves working with both groups, then you should answer 'yes' to both questions. If you have not crossed the relevant box and the position involves working with either group, the completed DBS check will not show information from the relevant barred lists.

[x66] WORKING AT HOME ADDRESS:

For some jobs, such as fostering, adoption and child minding, the work is carried out in the applicant's own home. Where this is the case, the police may conduct additional checks on the property and on other members of the household to ensure that there is no additional risk involved.

Place a cross in the relevant box to indicate if the applicant will be working with children or vulnerable adults or both in the applicant's home address as listed in section b.

[x67] APPLICATION TYPE:

Place a cross against **one** of the options at x67 to indicate the reason why you are applying for the DBS check. This could be an application for:

- **a new post holder** – if the applicant is new to the position recorded in Section x.
- **an existing post holder** – if the applicant is already working in the position recorded in Section x, but has never been DBS checked
- **a re-check of an existing post holder** – if the applicant is already working in the position recorded in Section x, has been DBS checked for this position in the past and is being re-checked.

[x68] VOLUNTEER:

Cross the relevant box to indicate if the DBS check is for a **voluntary post** and should be issued free of charge.

A volunteer is defined as someone who:

"Performs any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than, or in addition to, close relatives."

If you are entering into unpaid work with the intention of gaining experience to access paid employment then you can not request a free of charge application.

If the 'yes' box is marked in error and the post does not meet the DBS definition for a free of charge volunteer, the DBS may recover the application fee and the error could put the Council's registration with the DBS at risk.

SECTION 'Y' – Statement by the Counter Signatory for the Shared Service Centre

Once all parts of sections w and x have been completed the form must be sent to: Shared Service Centre, Derbyshire County Council, County Hall, Matlock, Derbyshire, DE4 3AG.

*** AS A MANAGER/VERIFIER YOU SHOULD NOT COMPLETE ANY OF THE BELOW FIELDS ***

[y69 & 70] REGISTERED BODY AND COUNTERSIGNATORY NUMBERS, [y71] PAYMENT, [y72-73] DECLARATION, [z]

What happens next?

Keep a note of the form reference number, which is on the front of the application form, so that you can track the progression of the application once it reaches the DBS.

To do this, go to **www.gov.uk**. The on-line tracking service is free to use.

It will tell you what stage an application has reached from the point at which it is received by the DBS. It will also tell you the date on which a DBS certificate is dispatched. For more information about the processing of applications for DBS checks, go to www.gov.uk

If you have any further enquiries about the application process, please contact the Disclosure and Barring Service, Liverpool on 03000200190.

Security, Confidentiality and Retention

Disclosure information is treated with the utmost confidentiality and kept in a securely locked place, 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.

Disclosures should be retained by the Council for a maximum of 6 months after a recruitment decision has been made, with the exception of those for posts for which ongoing evidence is required by a regulatory body, e.g. CQC, OFSTED. Disclosures must be destroyed by secure means e.g. shredding.

Identity checking and relevant documentation

The identity validator will be required to:-

- Check and validate the information provided by yourself on the application form
- Establish your true identity;
- Ensure that you provide details of all names by which you have been known and all addresses where you have lived in the last 5 years
- Ensure the application form is fully completed and the information it contains is accurate.

Identification checking process for your DBS application

You must provide a range of ID documents as part of the DBS application process.

Your Identity Checker **must** follow the three route ID checking process as outlined in the guidance using the list of Groups 1; 2a and 2b documents.

Please note that:

- You must only provide valid, current and original documentation.
- You must not provide photocopies.
- You must not provide documentation printed from the internet e.g. internet bank statements.
- Identity information for your name, date of birth and address recorded in Section A and Section B on the DBS application form must be validated.
- You should in the first instance, provide documents with photographic identity (e.g. passport, new style driving licence, etc.) and for this to be compared against your likeness.
- All documents must be in your current name as recorded in Section A (see below for guidance on recent changes of name).
- One document must confirm your date of birth as recorded in Section A.
- You must ensure that you declare all previous change of name, and provide documentary proof to support the change of name.
- You must provide at least one document to confirm your current address as recorded in Section B, in accordance with the guidance.
- You must provide a full and continuous address history covering the last five years. Where possible you should provide documentation to confirm this address history.
- Your address history will be cross-matched with any other information you have provided as part of the recruitment, such as your CV. This can highlight if an address has not been given e.g. if the applicant's CV shows that they have worked in Liverpool in the last five years, but the application form only shows London addresses, you may wish to question the applicant further about this.
- A document from each of the groups should be included only once in the document count e.g. do not provide two bank statements as two of the required documents, if they are from the same bank.
- You should not provide the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.

The ID Checker for your application should follow the three routes as outlined below:-

Route One

All applicants must initially be considered for Route One.

If the applicant can produce a Group 1 document, then the applicant must produce 3 documents in total:

- 1 document from Group 1 (refer to list of Valid Identity Documents below); and
- 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.

If the applicant has satisfied this route, then the document check is complete.

Only when the applicant **cannot** produce a Group 1 document should you proceed to Route Two.

NOTE – EEA Nationals (Non-UK):

Where an EEA National has been resident in the UK for five years or less, the Manager/ID Checker should validate identity via Route One through the checking of a Current Passport or Current UK Driving Licence (photo card) plus 2 further documents. In the absence of a Group 1 document, the Manager/ID Checker must satisfy themselves of a valid reason for using Route Two.

NOTE - Non-EEA Nationals:

All Non-EEA Nationals should be validated via Route One only.

Route Two

The applicant must produce:

- 3 documents from Group 2 comprising of;
- 1 document from Group 2a; and
- 2 further documents from Group 2a or 2b; one of which must verify their current address.

AND

The ID Checker must:

- Complete an *External Validation ID Form*;
- Provide DBS Team with copies of **all** ID documents produced (with a signature and date confirming when the original documents have been seen by the Manager/ID Checker).
- The DBS Application Form should be retained by the ID Checker until they have received notification of the result of the '*External Validation ID Check*' from the DBS Team.
- A FAILED check may result in proceeding to **Route 3**.
- A PASS **along with** the production of the required Route Two documents will complete the ID verification process and the DBS application form should be marked **YES** at **BOX W59** with the name of the Manager/ID Checker.
- The completed DBS application form should be returned to the DBS Team at the above address.

Please note the DBS Team will conduct the *External Validation ID Check* via the appointed '*External ID Validation Service*' who will check the applicant against their records to establish the applicant's name and living history footprint.

If the ID Checkers have endeavoured to use Route Two but have been unable to validate the applicant's identity successfully, the ID Checker will be informed of the failed *External Validation ID Check* by the DBS Team and the ID Checker **may** consider proceeding to Route Three. **However please be advised that Route Three should only be used in circumstances once the ID Checker has fully explored with the applicant why their identity has not been successfully validated via Routes One or Two.**

Route Three

For Route Three, the applicant must produce:

- Birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) and
- 4 further documents from Group 2 comprising of:
- 1 document from Group 2a; and
- 3 further documents from Group 2a or 2b; one of which **must** verify their current address.

Should the ID Checker still be unable to validate the applicant's identity using Routes One, Two or Three, they should indicate this on the DBS application form at **Box W59** and return the form to the DBS Team. The applicant will then be sent for fingerprinting by the Police, which is likely to cause delay to the DBS application process and subsequently the recruitment process.

List of Valid Identity Documents

Group 1 – 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 and Channel Islands) - issued at the time of birth (registration within the first 6 weeks of birth);
 - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable).
- Adoption Certificate

Group 2a – 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 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).

Group 2b – 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).
- 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/P60 Statement ** (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:

If a document in the List of Valid Identity Documents is:

- Denoted with * - it should be less than three months old.
- Denoted with ** - it should be issued within the past 12 months.
- Not denoted – it can be more than 12 months old.

VERIFICATION OF CRIMINAL RECORDS INFORMATION FORM

For use by Managers to record details of a DBS disclosure

Employee/Volunteer Name (as recorded on the Disclosure)
Date of Birth
Position held as recorded on the Disclosure
Employee pay number (for existing DCC employees)
Disclosure Number (12 Digits) <input style="width: 100%; height: 15px;" type="text"/>
Date of Disclosure (ddmmyy) <input style="width: 100%; height: 15px;" type="text"/>
Please specify the information held on disclosure in field ' DBS Children's Barred List
Please specify the information held on disclosure in field ' DBS Adults' Barred List
Please specify the information held on disclosure in field ' Other relevant information at Chief Police Officer(s) discretion
<p><u>Does the Disclosure contain a conviction, reprimand, caution or warning? YES/NO</u></p> <p>If YES, the Manager should establish the suitability of the applicant/employee for the position. Please contact your Departmental HR Team for further guidance on the decision making process and to seek approval from the Assistant Director. For new starters this should be before the recruitment process continues.</p> <p>Please specify the name of the HR contact providing the guidance</p> <p style="text-align: center;"><u>Disclosures with a Trace</u></p> <p>Following consultation/approval by the Assistant Director, please tick below:-</p> <p><input type="checkbox"/> I am unable to approve the appointment on the grounds of information provided by the criminal records check.</p> <p><input type="checkbox"/> I am able to support the appointment on the following grounds:</p> <p>.....</p> <p>.....</p> <p>.....</p>
Signature of Manager Print Name Base address Date

VERIFICATION OF CRIMINAL RECORDS INFORMATION FORM

For use by Schools to record details of a DBS disclosure

Employee/Volunteer Name (as recorded on the Disclosure)													
Date of Birth													
Position held as recorded on the Disclosure													
Employee pay number (for existing DCC employees)													
Disclosure Number (12 Digits)													
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Please specify the information held on disclosure in field 'Other relevant information at Chief Police Officer(s) discretion'													
<p><u>Does the Disclosure contain a conviction, reprimand, caution or warning? YES/NO</u></p> <p>If YES, the Headteacher should establish the suitability of the employee or volunteer for the position. Please notify your Departmental HR Team of the trace information prior to confirming the applicant's suitability on this form.</p> <p style="text-align: center;"><u>Disclosures with a Trace</u> please tick relevant box</p> <p><input type="checkbox"/> I am unable to approve the appointment on the grounds of information provided by the criminal records check.</p> <p><input type="checkbox"/> I am able to support the appointment on the following grounds:</p> <p>.....</p> <p>.....</p> <p>.....</p>													
Signature of Headteacher Print Name School Date													