

## **DBS APPLICATION PROCESS**

**All staff and students gaining work experience in an education setting are subject to a Enhanced Disclosure and Barring Check.**

### **CHECKLIST OF DOCUMENTS**

You will be required to produce at least 3 documents for verification.

Examples of a combination of acceptable documents are:

A = Passport / Bank Statement / Utility Bill (dated within last 3 months)

B = Birth Certificate (issued at birth) / Bank Statement (less than 3 months old) / Council Tax Bill (dated within last 12 months)

C = Passport / Driving Licence (paper or card)/ Bank Statement (less than 3 months old)

D = Driving Licence (card) / Council Tax Bill (dated within last 12 months) /Mortgage Statement (dated within last 12 months)

### **IDENTITY VERIFICATION**

Please provide original documents to your contact at the Academy

#### **Primary ID Documents:**

- “ Current valid Passport
- “ Biometric Residence Permit
- “ Current Driving Licence (full or provisional)
- “ Birth Certificate (UK and Channel Islands) issued at birth

#### **Group 2a—Trusted Government/state issued documents:**

- “ Current UK driving licence (old style paper version)
- “ Current non-UK photo driving licence (valid only for applicants residing outside of the UK at time of application and up to 12 months from the date of entry to the UK)
- “ Birth Certificate (UK and Channel Islands) issued after the time of birth
- “ 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\*\*
- “ Bank/Building Society Statement\*
- “ Bank/Building Society Account opening confirmation letter (UK)
- “ Credit Card Statement\*

- “ Financial statement\*\* e.g. pension, endowment, ISA
- “ P45/P60\*\*
- “ Council Tax Statement\*\*
- “ Work Permit/Visa ((UK Residence Permit)
- “ Utility Bill (UK)\* - not mobile phone
- “ Benefit Statement\* e.g. Child Allowance, pension
- “ A document from Central/Local Government/Government Agency/LA giving entitlement\* e.g. from the Dept for Work and pensions, Customs & Revenue etc.
- “ EU National ID Card
- “ Letter from Principal (16-19 year old in full time education)

Denoted with \* - less than 3 months old

Denoted with \*\* - should be issued within the past 12 months

## **ONLINE APPLICATION**

- You will receive an email from DDC – please bear in mind this may land in your junk or spam folder.
- The email will contain a link which needs to be accessed and the signposted fields completed.
- After completion, please submit your application, you will receive a reference number to confirm this has been processed.
- The DBS certificate will be posted to your home address, the address provided on your application. Please keep this safe as you will need to provide this on your first day of employment or beforehand if possible.
- Once the certificate has been evidenced, please keep this safe for the duration of your employment.
- The Trust operates a 5 year renewal policy for all employees.

### **Additional Guidance if required:**

#### **Section 1—About You**

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 license, birth certificate, etc.

#### **Section 2—Address History**

Enter your current address. If you have not lived at this property for more than 5 years, you will be taken to another screen where you will be required to add any additional addresses to ensure your address history goes back the required 5 years. **If you do not provide a minimum of 5 years address history, you will not be able to proceed to the next stage of the application process.**

#### **Section 3—Additional Information**

**Place of Birth:** Enter details of your place of birth.

**Nationality at Birth:** 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 you must provide your birth surname and the year you changed it. Please ensure that where names change, they run in date order with no gaps.

**Other Names:** 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 and surname separately using the “Add Name” button. If you have used any aliases e.g. William known as Bill, please also supply these details.

#### **Section 4—Employment Details**

**Position Applied for:** Insert the correct job role supplied to you.

**Conviction History:** If you have never been convicted then select “No.”

If you have an “unspent” conviction, then please select “Yes.” An “unspent” conviction is any conviction that is still held on your criminal record. For more information please see:

<http://www.justice.gov.uk/guidance/docs/rehabilitation-offenders.pdf>

#### **Section 5—Confirmation and Consent**

Before submitting your application check that there are no errors or omissions and edit if necessary., then click “Complete.” Make a note of the reference number. Your application will be processed as soon as your ID has been verified.

**MISTAKES ON THE APPLICATION FORM WILL CAUSE DELAYS IN PROCESSING.**

