

E-Bulk Guide for Applicants

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CCPAS 
setting standards in safeguarding

Applicant's Guidance Notes

You have been asked to apply for a DBS disclosure (previously named CRB) as you are applying to work with either children and/or vulnerable adults for an organisation on either a voluntary or a paid basis.

A DBS check can provide access to a range of different sources of information such as that held:

- on the Police National Computer (PNC), including Convictions, Cautions, Reprimands and Warnings in England and Wales, and most of the relevant convictions in Scotland and Northern Ireland may also be included. (The DBS reserves the right to add new data sources).
- on lists maintained by the Disclosure and Barring Service (DBS);
- by the local police force considered relevant to the job role by Chief Police Officer(s).

Before you proceed to the online application, you must complete a self-declaration form, which includes your consent for a DBS check. This will be provided by your Recruiter and should be returned to them in a sealed envelope (it is also an appendix at the back of this guide). Please note, if you are part of a Church of England Diocesan Scheme they may have their own confidential declaration form so you should check with your parish before completing our standard form.

Your Recruiter will be able to provide you with your organisation's Equal Opportunities Policy and our Statement of Fair Processing should you wish to see them.

An online DBS check can be completed by accessing the internet from any device that has this facility. If you don't own your own computer you can go to any internet café or local library.

For the purpose of this electronic application, access to information supplied by and relating to you is given to our agent in order to process the disclosure and by using the online system, we consider this your consent (all information is stored with the utmost of security in accordance to the DBS Code of Practice and Data Protection Act).

Logging onto the system.

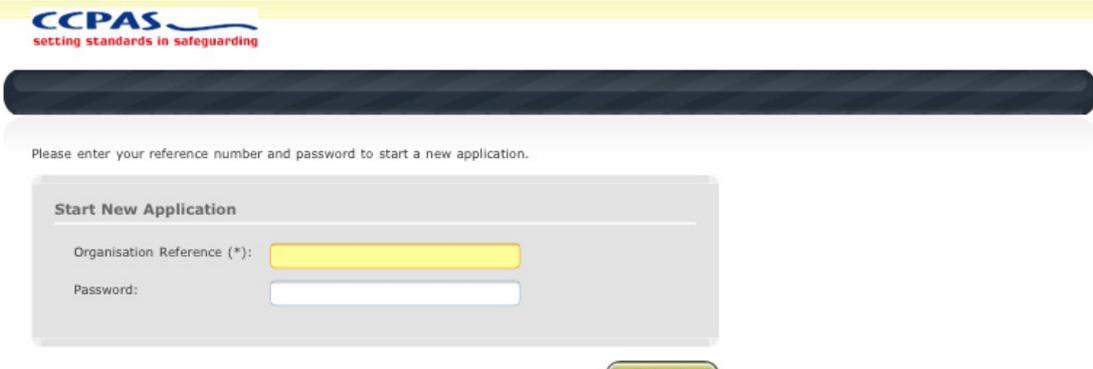
Please click on the link below to access the system.

<https://disclosure.capitarvs.co.uk/ccpas/applicantLogin.do?applicationType=crb>

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

1. Enter your organisation reference number in the box. Your Recruiter will have given you this information in the email that accompanied this guide.
2. Enter the password supplied to you by your Recruiter in the email that accompanied this guide. If you haven't been given a password please contact your Recruiter (or CCPAS if you are the Recruiter).

Once you have completed this section click 'Enter'.



The screenshot shows the CCPAS logo at the top with the tagline "setting standards in safeguarding". Below the logo is a dark blue horizontal bar. Underneath, a message reads: "Please enter your reference number and password to start a new application." The main form area is titled "Start New Application" and contains two input fields: "Organisation Reference (*)" and "Password:". Below the form is a yellow "Enter" button with a right-pointing arrow.

Mistakes on the application form will cause delays in processing.

Statement of Fair Processing

You will now be taken to the 'Statement of Fair Processing' outlining our terms and conditions. Please read the statement and tick the box to confirm this has been read and agreed to.

Once you have ticked the consent box please click 'Next'

Application Pre-Entry Statement

You will now see the application pre-entry statement; this gives concise information in regards to the requirements by the DBS regarding acceptable identification in support of your DBS application.

Once you have ticked the consent box please click 'Next'

- The application form is a simple 5 step process. Please complete all fields.
- Mandatory fields are denoted by (*)

Section 1 – About You

Please enter your personal details. If you have a middle name(s) ensure that you enter the details. Any missing information from this or any other section can severely delay the processing of your DBS Check.

1) About You | 2) Address History | 3) Additional Info | 4) Employment | 5) Confirm

The application form is a simple 5 step process, please complete all fields provided.
Mandatory fields are denoted by (*)

Personal Details

Gender (*):

Title (*):

Forename (*):

Middle name 1:

Middle name 2:

Middle name 3:

Surname (*):

Date of birth (*):

NI Number:

Contact Details

Language (*):

To speed up the resolution of any queries with your application please provide a telephone number or email address we can use to contact you

Telephone No:

If you have an email address please supply this to allow an automated email to be sent to you to confirm your application has been submitted

Email Address:

Information

Middle Names
Please supply all middle names, especially those that appear on your identity documents, e.g. passport, driving licence, birth certificate, etc.

Failure to comply will result in delays.

Language
Only English language applications can be submitted online. Welsh language applications must be submitted using the paper application route. If you require your certificate to be produced in the Welsh language please contact the organisation requesting this application on you as a Welsh language application form must be completed and then submitted to the Disclosure & Barring Service.

Minimum age for DBS checks
Someone who is aged under 16 at the time of application is not allowed to apply for a DBS check.

Once you have completed this section click 'Next'.

Section 2 – Address History

Please enter your current address - this will be cross-matched with your ID documents. If you have not lived at this property 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. **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/overlaps in your address history. Please ensure that the month and year of each address follows that of the previous address. Students who switch between their permanent residence and education establishments must enter each address with dates consecutively, e.g. parents' address Dec 2009 – Jan 2010, university address Jan 2010 – March 2010, parents' address March 2010 – April 2010 etc. Do not run addresses/dates simultaneously as your application form will be rejected by the DBS. 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; if you cannot remember your postcode please use the Royal Mail UK Postcode Finder link provided within the address information box.

No Fixed Abode UK

If you were of no fixed abode within the UK please enter the nearest hostel 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.

1) About You : 2) Address History : 3) Additional Info : 4) Employment : 5) Confirm

Please enter your current address

Current Address

Address Line 1 (*):

Address Line 2:

Town (*):

County:

Country (*): -- Please select --

Date from (*): -MM- -YYYY-

[Previous](#) [Next](#)

Information

Address Dates
There cannot be any gaps or overlaps in your address history. Please ensure that the month and year from a previous address are repeated as the same date at the start of your next address. Students who switch between their permanent residence and educational establishment must enter each address with dates consecutively e.g. parents address Dec 09-Jan 10, University address Jan 10-March 10, parents address March 10-April 10 etc. Do not run addresses/dates simultaneously as your form will be rejected by the DBS.

Postcode
Please ensure you fully enter your postcode, partial postcodes will cause your form to be rejected by the DBS. If you can't remember your postcode use the Royal Mail [UK Postcode Finder](#)

Once you have completed this section click 'Next'.

Section 3 – 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.

Other Names

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. William known as Bill, please also supply these details.

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

1) About You : 2) Address History : 3) **Additional Info** : 4) Employment : 5) Confirm

Please complete the following additional information

Place of Birth

Town (*):

County:

Country (*):

Nationality at birth (*):

Have you changed your nationality since birth? (*):

Have you changed your birth surname? (*):

Other Names

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 and surname separately using the 'Add Name' button below.

Name	Type	From	To
No records have been created			

Information

Change of name(s)
Please ensure that where names change they run in date order and with no gaps.

Other names
If you have used any other names at any time during your lifetime please provide them.

Aliases
Please supply details of any alias names you may have used including dates from and to, e.g. William known as Bill etc within the Other Names section. Failure to do so could cause your application to be delayed or rejected by the DBS.

Once you have completed this section click 'Next'.

Section 4 – Employment Details

Position Applied For

Please provide the name of the position you are applying for as supplied by your Recruiter in the email accompanying this guide. Please do not progress with the application until they have given you the approved title.

Employer Name

This has been defaulted to the organisation you are applying through and must not be amended.

1) About You : 2) Address History : 3) Additional Info : 4) **Employment** : 5) Confirm

Please complete the fields below

Employment Details

Position Applied For (*):

Employer Name (*): CHEQS ORGANISATION

Conviction History

*For exceptions to this legislation or for more information please refer to Rehabilitation of Offenders Act 1974 at: www.justice.gov.uk/quidance/docs/rehabilitation-offenders.pdf

Do you have any unspent convictions, cautions, reprimands or warnings? (*):

Information

Position Applied For
Please insert the correct job role as supplied to you by your current/new employer.

No abbreviations or acronyms are permissible, e.g. Nursery Asst should read Nursery Assistant or SMSA should read School Meals Supervisory Assistant.

If volunteer do not enter just volunteer, please enter in which capacity your job role is e.g. Coach.

Employer Name
This has been defaulted to the organisation you are applying through but can be amended if required.

Conviction History
If you have ever been convicted of a criminal offence or received a caution, reprimand or warning that is currently unspent you must select Yes.

For more information see [Rehabilitation of Offenders Act](#)

Conviction History

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'no'. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules, then please select 'no'.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules) please select 'yes'. You should also have given details of this on the self-declaration form.

For exceptions to this legislation or for more information please refer to Rehabilitation of Offenders Act 1974 and the DBS filtering guidance.

<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

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

<https://www.gov.uk/government/news/dbs-filter-certain-old-and-minor-cautions-and-convictions-reprimands-and-warnings-from-criminal-record-certificates>

Once you have completed this section click 'Next'.

Section 5 – Confirmation and Consent

Now read through your application to ensure that there are no omissions/errors before you submit your application. If you wish to edit a section of your application click on 'edit' next to the section of the form that requires changes.

At the end of the application please make sure that you complete the Applicant Consent section.

By completing the form you will be consenting to the transfer of your information to CCPAS, our agent and the Disclosure and Barring Service for the purpose of a Disclosure Application.

You will be required to confirm that the information you have provided in support of the application is complete and true and understand that to knowingly make a false statement for this purpose is a criminal offence.

Please tick the box on the application as shown to indicate your consent:

Finally click 'Complete'.

You have now completed your application form and you will be given a reference number. Please make a note of this number for reference purposes, as your employer may ask you for it. If you entered an email address onto your application form you will receive a confirmation email containing these details.

Your information will be forwarded to your Recruiter for the checking of your identity documents.

Next step - Identity verification

In line with the DBS code of practice all applicants requiring a DBS check must have their identity verified.

How do I have my identity verified?

You will need to provide your Recruiter with original identity documents; or alternatively ask them about the Post Office ID Checking Service if you are unable to post your ID or provide it in person.

Tracking the progress of your application with the DBS

If you supplied an email address whilst entering your application, as soon as your application has been received at the DBS and is assigned a DBS Application Reference number you will receive a second email detailing this information. This email will also include details and links to the DBS website to enable you to track the progress of your application from the moment the disclosure process commences.

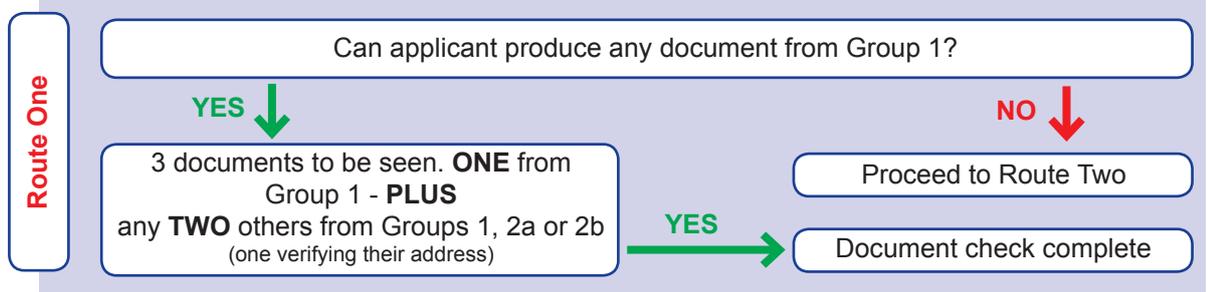
Receiving your Disclosure Certificate

Once the disclosure process is complete, the DBS will post your certificate directly to you at the address you provided on your form. Please be aware that this is an important document and your Recruiter may need you to show your certificate to them before you start work in your role.

What Documents Do I Need to Produce?

Please read this flow chart in conjunction with the list of documents accepted (overleaf)

All applicants must initially be considered for Route One. Where an applicant has changed their name they must also show the relevant documentation to validate it eg. marriage cert/decre absolute etc.

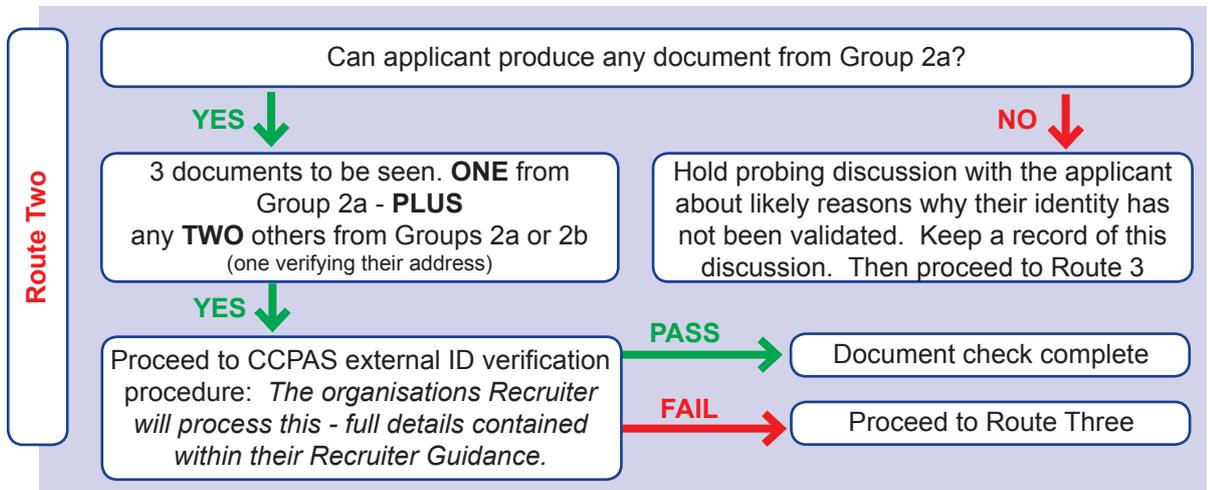


If the applicant has satisfied this route, then the document check is complete.

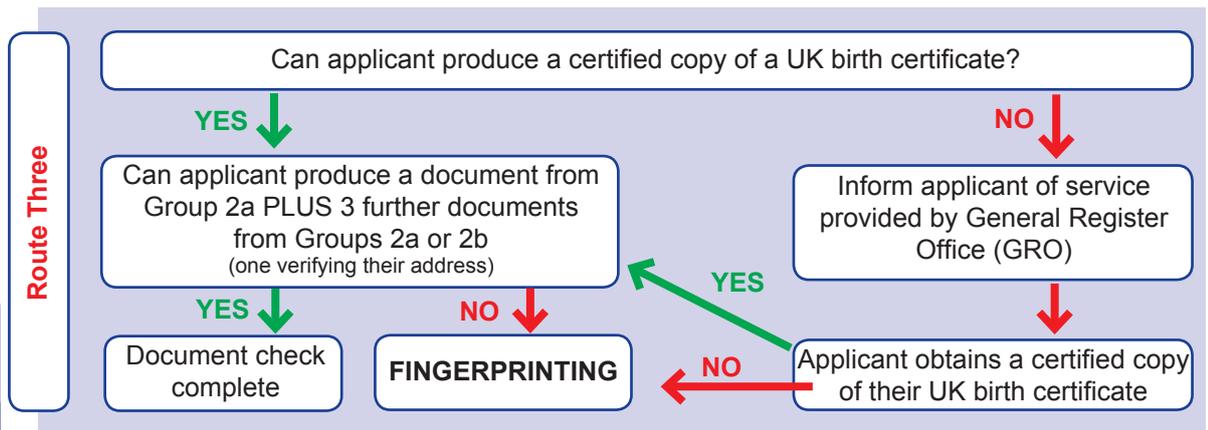
IMPORTANT NOTE - EEA Nationals (Non-UK): Where an EEA National has been resident in the UK for five years or less, **the Recruiter must validate identity via Route One** through the checking of a Current Passport or Current UK Driving Licence (photo card only) plus 2 further documents. In the absence of a Group 1 document the Recruiter must inform CCPAS Disclosure Service, in writing, of a valid reason for using Route 2.

IMPORTANT NOTE - Non-EEA Nationals: All Non-EEA Nationals should be validated via **Route One only.**

If the applicant cannot produce a Group 1 document then go to Route Two.



If you have endeavoured to use Route Two, but have been unable to validate the applicant's identity successfully, you must proceed to Route Three.



What Identity Documents Are Accepted?

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport.
- Biometric Residence Permit (UK).
- Current Photo Driving Licence (UK) (Full or provisional) Isle of Man / Channel Islands; (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey).
- Birth Certificate (UK and Channel Islands) - issued at the time 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).

Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version).
- Current Non-UK Photo Driving Licence (this can be used up to 12 months from the date the applicant entered the UK).
- 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) - valid up to the expiry date.
- 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 (16/19 year olds in full time education UK only – to be 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.

Self-declaration Form for a Position Requiring a Disclosure

STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, **to the Recruiter detailed below, in a separate sealed envelope**

To: _____

(Name of Recruiter/responsible person in place of worship/organisation processing Criminal Records Disclosure checks)

Address:

Appointment applied for: _____

CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

POLICE INVESTIGATIONS

Please complete this section if you are applying for an Enhanced Disclosure Check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules)*?

Yes No (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes No (please tick)

If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please tick) If yes, please give details.

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____ of (address) _____

consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____ Date: _____

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Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children / vulnerable adults.

Signed: _____ Date: _____

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>
<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitation-offenders.pdf.pdf

LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves working with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/SCRO/ACCESS NI Service.

Notes for England, Wales & Northern Ireland Only - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

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DBS Eligibility from: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/eligibility-guidance>

Notes for Scotland Only - Children and Young People

Under the Protection of Children (Scotland) Act 2003 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the List (outlined in Section 1 of the Act) or:

- Those included (other than provisionally) in the Disqualified from Working with Children List established under Section 1 (1) of the Protection of Children (Scotland) Act 2003;
- Individuals considered unsuitable to work with children in the List kept under the Protection of Children Act 1999; [Now DBS List]
- Individuals prohibited from teaching under Section 142 of the Education Act 2002, held on the DfE List 99.[Now DBS List]
- Individuals subject to a Disqualification Order within the meaning of the Criminal Justice and Court Services Act 2000.

Under the Protection of Children (Scotland) Act 2003 (Section 11) it is an offence for an individual who is disqualified from working with children (as outlined above) from applying for, offering to do, or accepting any work in a child care position.

The Protecting Vulnerable Groups Scheme (PVG Scheme), which is administered by Disclosure Scotland delivers on the provisions outlined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007 by:

- helping to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour,
- being quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required,
- striking a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.
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Ref: <http://www.disclosurescotland.co.uk/>