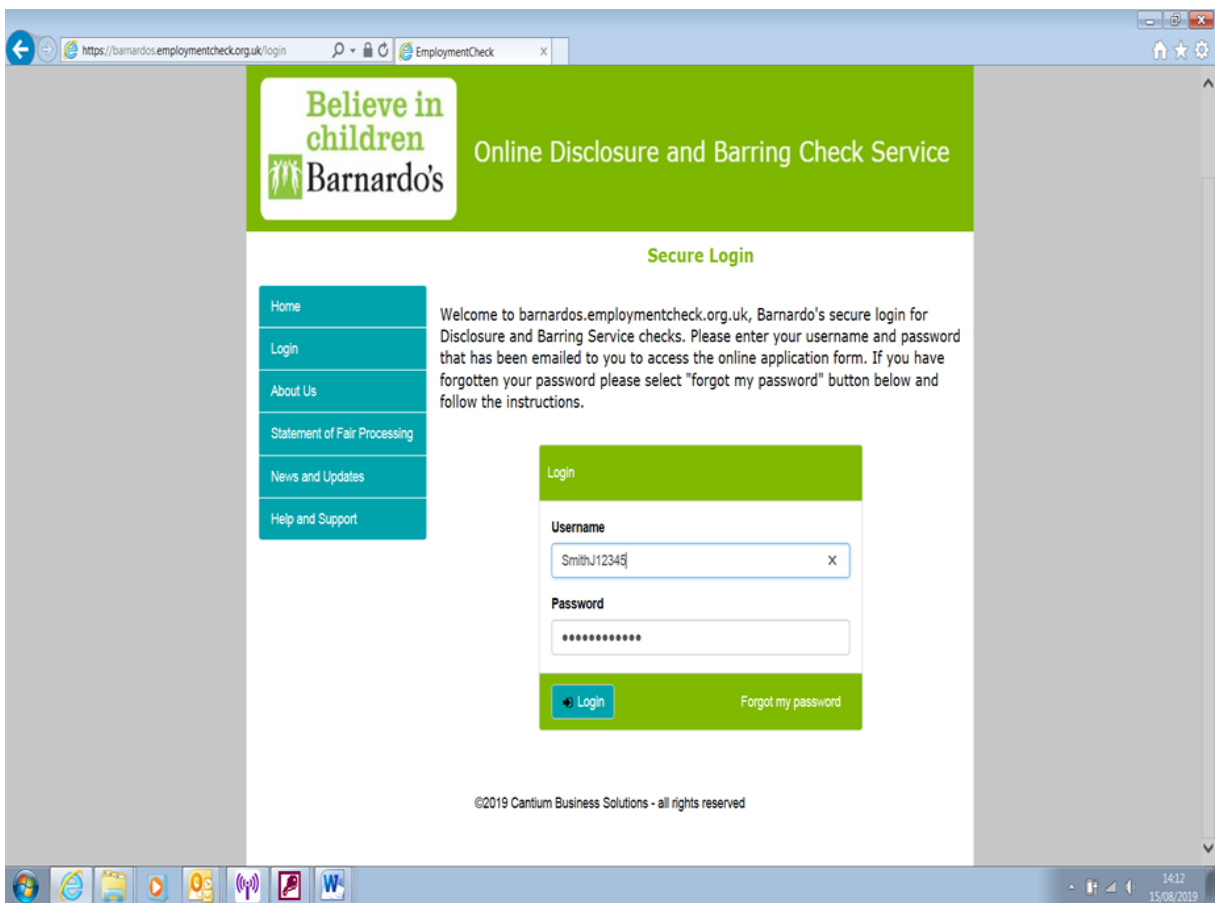


Completing the DBS application form

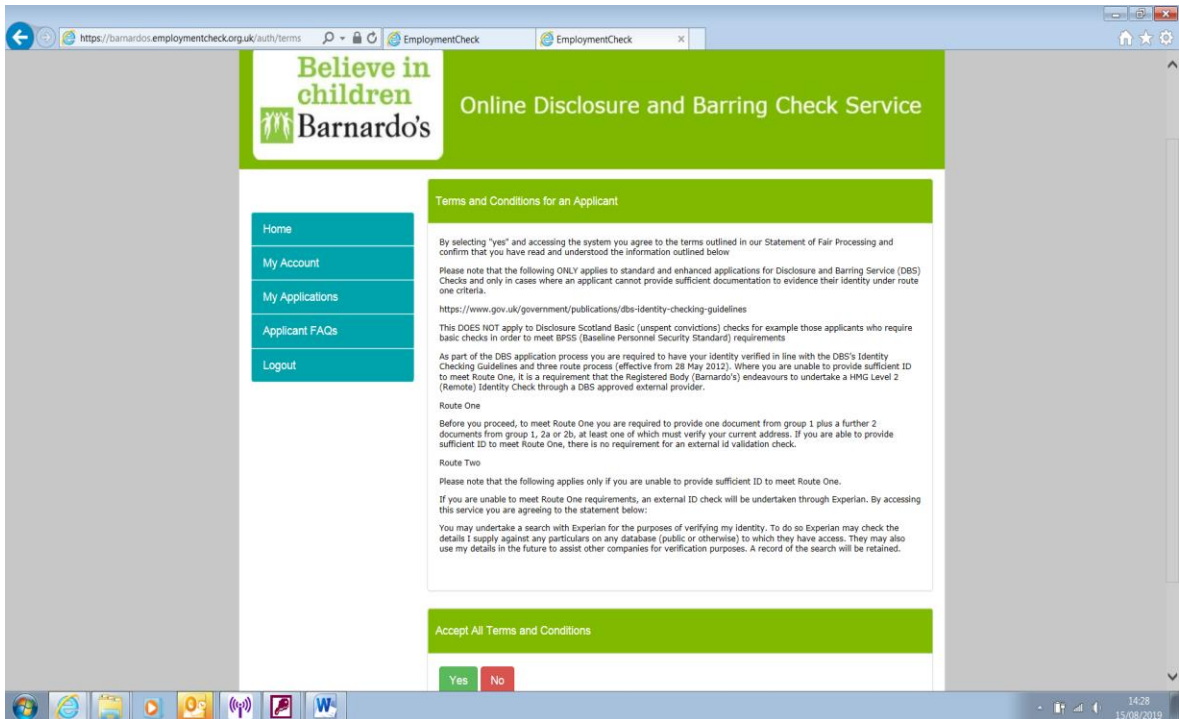
With the DBS Employment Check system it is possible for the DBS application process to be completed in two ways:

- The applicant can complete their half of the application form remotely using a personal email address, then bring in their ID for the ID Verifier to verify.
- The applicant can complete their half of the application at the same time as they present their ID to the ID Verifier for verification.

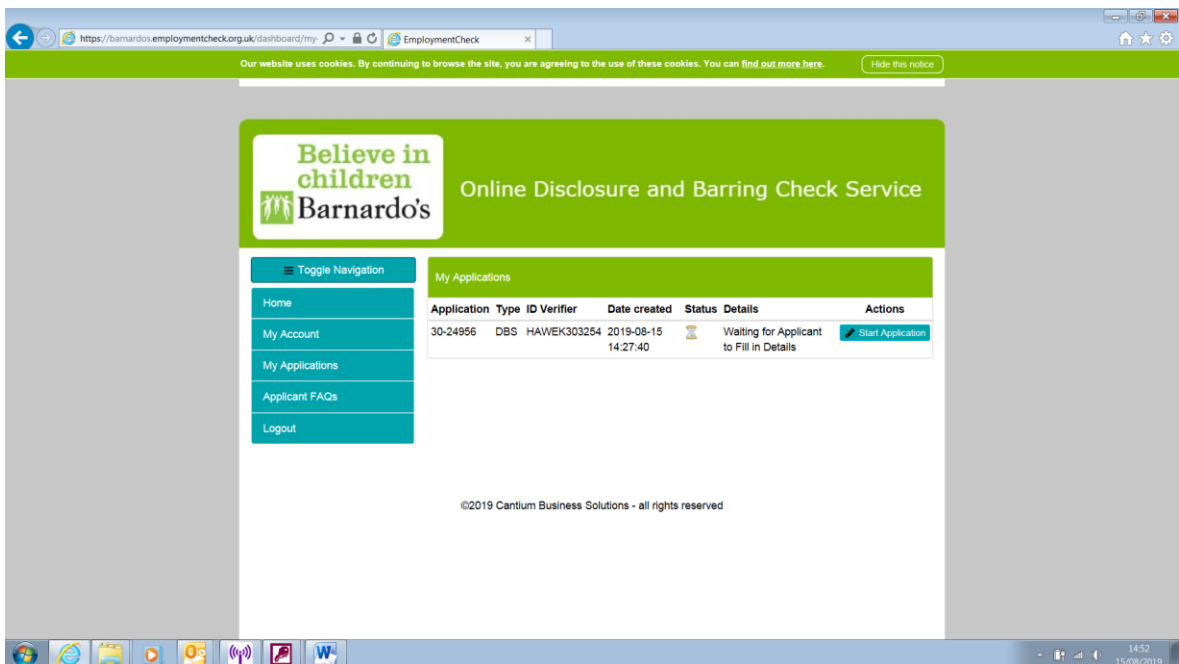
To complete their half of the application, the applicant should log into <https://barnardos.employmentcheck.org.uk/> using the username and password in their email.



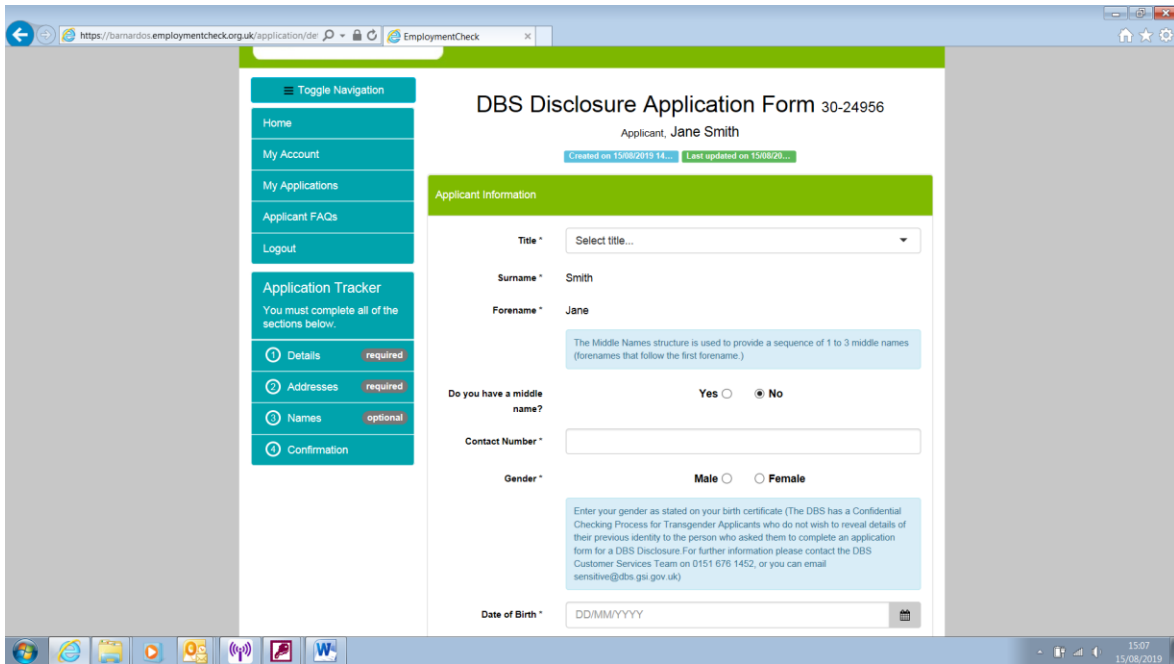
This will take the applicant to the Terms and Conditions page. To access the online DBS application form they will need to select "Yes".



Once they have agreed to the Terms and Conditions the applicant will have access to the online DBS application form.




To start completing their application form, they need to select 'My Applications' from the left hand side menu. This will then take them to any open applications they have on the system. They need to click 'Start Application' and this will show the online DBS application.



The online application form takes approximately 10 minutes to complete. The applicant will require their address history for the previous five years and details of any other names they have used.

The name of the applicant as well as their employment details will already be displayed. If these are incorrect, the applicant should contact an administrator.

The applicant should complete the fields on the application form. Mandatory fields are indicated with an asterisk (*). Holding your mouse over the tool tip  icon will provide additional detail as to the information required.

All of the key fields on the online application form are validated to ensure information provided is of the correct format. Common errors include selecting "Mrs" as a title and not entering a previous surname. The system does not allow the application to progress to the next stage of the application form if they have not completed a compulsory field on the form. In the event that incomplete / invalid information is provided, the system will alert the applicant as illustrated in the example below:

The section where the error occurred will also show in red.

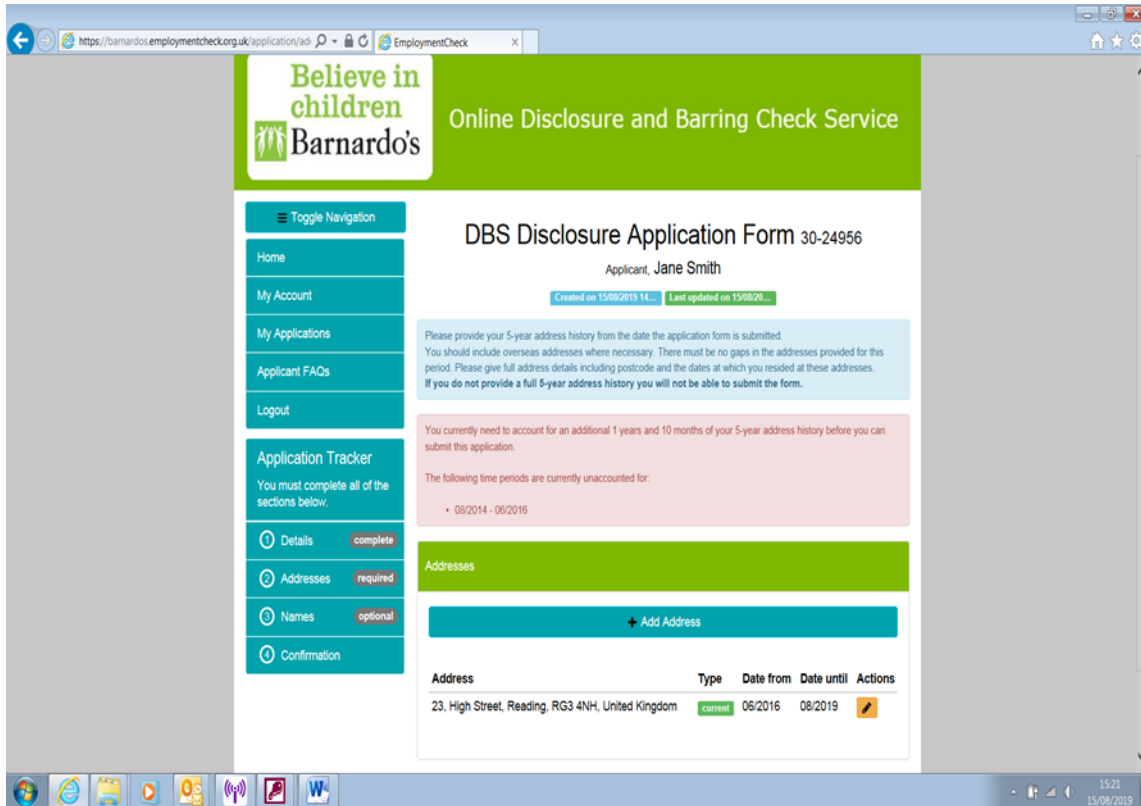
The screenshot displays a web browser window with the URL <https://barnardos.employmentcheck.org.uk/application/de>. The page title is "EmploymentCheck". The main content area is titled "DBS Disclosure Application Form 30-24956" for "Applicant, Jane Smith". A message states: "This section has been successfully completed. Please be aware that any more changes may require additional validation." The form includes fields for Title (Miss), Surname (Smith), Forename (Jane), Contact Number, and Gender (Female). A note explains the Middle Names structure. The left sidebar contains a navigation menu with options: Home, My Account, My Applications, Applicant FAQs, Logout, and an Application Tracker. The Application Tracker shows: Details (complete), Addresses (complete), Names (optional), and Confirmation (pending).

For ease of completion the application form is split over four pages:

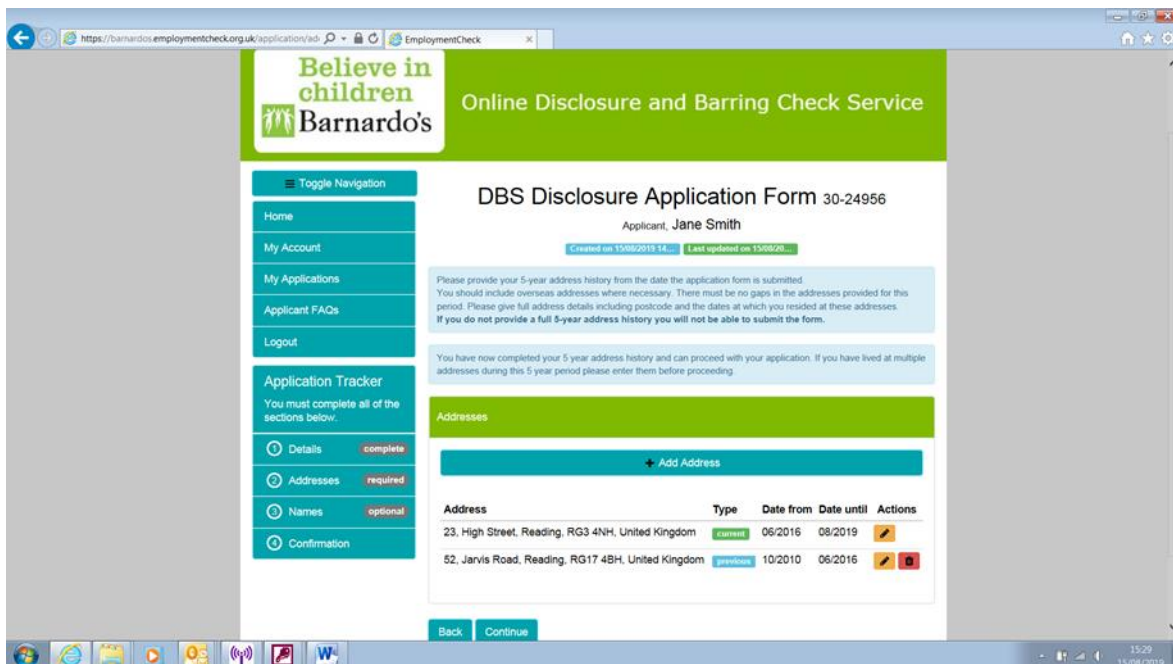
- Applicant Details
- Address history
- Name history
- Summary and declaration

Each page is saved once you move to the subsequent page, enabling you to return to complete the application at a later stage.

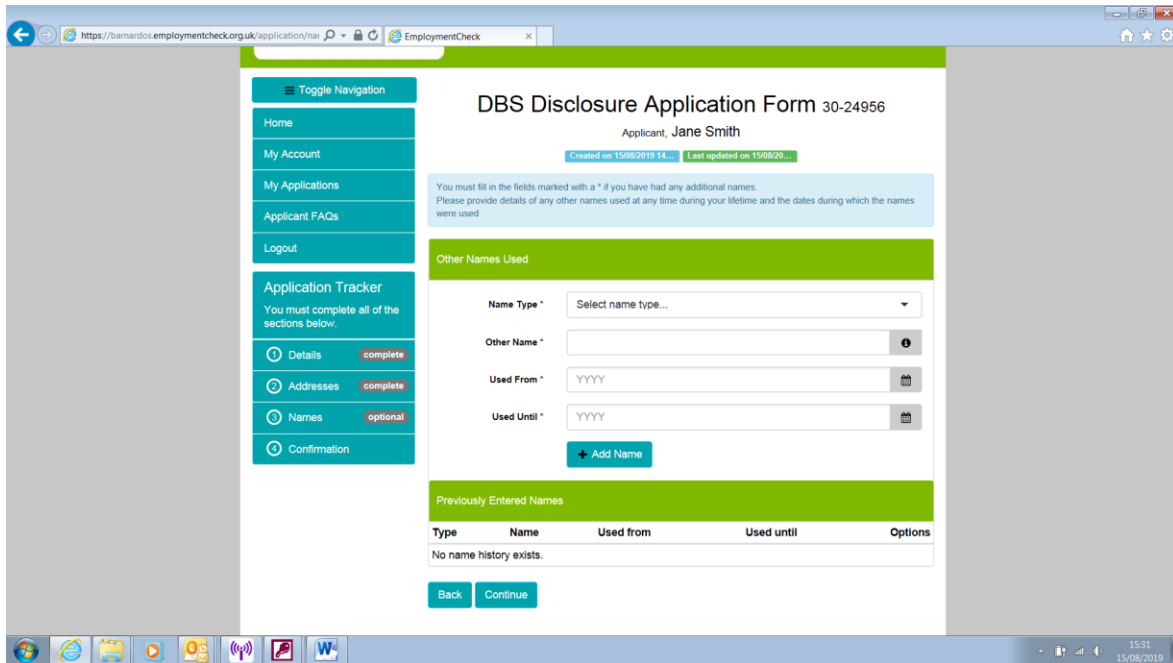
If the applicant's current address does not cover five years continuous address history, the system will prompt them to enter details of the additional previous addresses. Overlaps are permitted, however the system will pick up any gaps in address history.



The applicant will need to click on 'Add address' to complete their five year address history. Once five years continuous address history has been provided, the applicant can proceed to the next stage of the application, or alternatively edit or delete addresses provided.



The penultimate page of the application form allows the applicant to enter details of any other names used. To add another name, select the name type (Forename / Surname) from the dropdown menu, enter the name used and dates used and click on "Add name".

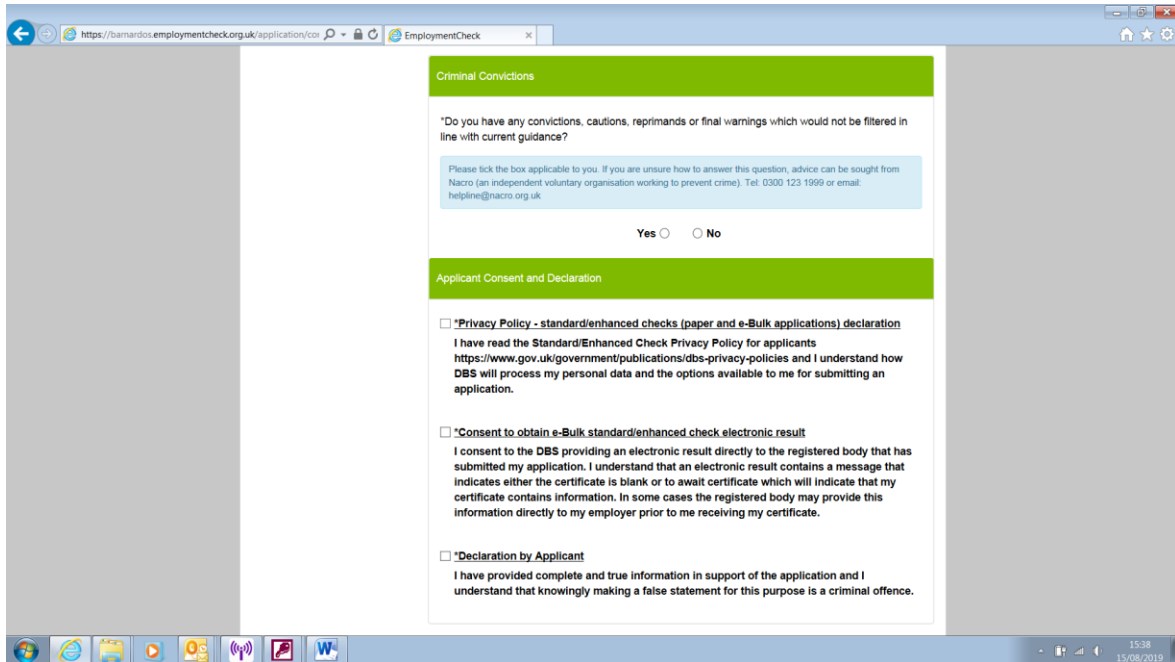


Alternatively, if the applicant does not have any previous names, they are able to progress through to the final page of the application.

The final page of the application form allows the applicant to preview all of the information they have entered. If they have made any errors they are able to navigate back to the screen with the incorrect information and correct it.



The applicant must then indicate whether they have any unspent criminal convictions and confirm their agreement of the "Declaration by Applicant" before clicking on 'Submit Application' at the bottom of the page.



The screenshot shows a web browser window with the URL <https://bamardos.employmentcheck.org.uk/application/cor>. The page is titled "EmploymentCheck".

Criminal Convictions

*Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?

Please tick the box applicable to you. If you are unsure how to answer this question, advice can be sought from Nacro (an independent voluntary organisation working to prevent crime). Tel: 0300 123 1599 or email: helpline@nacro.org.uk

Yes No

Applicant Consent and Declaration

***Privacy Policy - standard/enhanced checks (paper and e-Bulk applications) declaration**
I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

***Consent to obtain e-Bulk standard/enhanced check electronic result**
I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the registered body may provide this information directly to my employer prior to me receiving my certificate.

***Declaration by Applicant**
I have provided complete and true information in support of the application and I understand that knowingly making a false statement for this purpose is a criminal offence.

Once submitted, the applicant will receive an onscreen confirmation and email.

Your application has been successfully submitted. You may now log out or proceed with your next application if applicable.