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 <u>https://bamardos.employmentcheck.org.uk/</u> using the username and password in their email.

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Believe i children MBarnardo	n Online Disclosure and Barring Check Se	rvice
	Secure Login	
Home Login About Us Statement of Fair Processing	Welcome to barnardos.employmentcheck.org.uk, Barnardo's secure log Disclosure and Barring Service checks. Please enter your username and that has been emailed to you to access the online application form. If y forgotten your password please select "forgot my password" button bek follow the instructions.	in for password ou have ow and
News and Updates	Login	
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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.

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Our website uses cookies. By continuing to browns the site, you are agreeing to the use of these cookies. You can find out more here: (Hode this notice) Believe in children Online Disclosure and Barring Check Service Toggle Navigation My Applications Horne Application Type ID Verifier Date created Status Details Actions	
My Account 30-24956 DBS HAWEK303254 2019-08-15 Tell In Details Valing for Applicant > Start Application My Applicant FAOs Applicant FAOs Applicant FAOs Applicant FAOs Applicant FAOs	
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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.

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My Applications	Applicant Information		
Logout	Title *	Select title	
Application Tracker You must complete all of the sections below.	Surname *	Smith Jane	
Details required		The Middle Names structure is used to provide a sequence of 1 to 3 middle names (forenames that follow the first forename.)	
Autobasia Interest Names optional	Do you have a middle name?	Yes 🔿 🛞 No	
() Confirmation	Gender*	Male 🔿 🛛 🔿 Female	
		Enter your gender as stated on your birth certificate (The DBS has a Confidential Checking Process for Transgender Applicatis who do not winh to reveal details of their previous direthly to the person who asked them to complete an application form for a DBS Disclosure For turbler information please contact the DBS Customer Services Team on 0151 676 1452, or you can email sensitive@dbs.gsi.gov.uk)	
	Date of Birth *	DD/MMYYYY	
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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.

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	The telephone number field i	s required.	Ŷ
Home My Account My Applications	DBS Di	Sciosure Application Form 30-24956 Applicant, Jane Smith	
Applicant FAQs Logout	This section has been succe validation.	ssfully completed. Please be aware that any more changes may require additional	
Application Tracker You must complete all of the	Applicant Information		
Details complete Details complete	Title * Surname *	Miss •	
Audusses Compare Names optional O Confirmation	Forename *	Jane The Middle Names structure is used to provide a sequence of 1 to 3 middle names (forenames that follow the first forename.)	
	Do you have a middle name?	Yes O 💿 No	
	Contact Number *	Male O 💿 Female	
		Enter your gender as stated on your birth certificate (The DBS has a Confidential Checking Process for Transgender Applicants who do not wish to reveal details of their previous identity to the person who asked them to complete an application	▼ 1515

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.

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	<mark>Believe in</mark> children Barnardo's	Online Disclosure and Barring Check Service	^
E 1 Home My Acce	oggle Navigation	DBS Disclosure Application Form 30-24956 Applicant, Jane Smith	
My Appl Applicat	LEAQS	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.	
Applic You mu sections	tion Tracker t complete all of the below.	You currently need to account for an additional 1 years and 10 months of your 5-year address history before you can submit this application. The following time periods are currently unaccounted for: • 08/2014 - 06/2016	
0 De 2 Ad	ails complete Iresses required	Addresses	
 ○ Na ○ co 	nes (optional) Infirmation	+ Add Address Address Type Date from Date until Actions	
 (3) (3) (3) (4) (4) (4) (4) (5) (4) (4) (6) (4) (4) (7) (4) (7) (4) (4) <th></th><th>23, High Street, Reading, RG3 4NH, United Kingdom 🤉 🕜 06/2016 08/2019 🖌</th><td>- ir ≥ 0 1521 1562009</td>		23, High Street, Reading, RG3 4NH, United Kingdom 🤉 🕜 06/2016 08/2019 🖌	- ir ≥ 0 1521 1562009

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.

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E Toggle Nav Home My Account	rigation	DBS Disclosure App Applicant, - Control Land Science (1)	licatior ane Smith	Form	30-249	56	
My Applications Applicant FAQs		Please provide your 5-year address history from the date th You should include overseas addresses where necessary, period. Please give hall address details including postcode of If you do not provide a full 5-year address history you >	application form here must be no ind the dates at w ill not be able to	is submitted gaps in the add sich you reside submit the for	resses providi d at these add m.	ed for this resses.	
Logout Application Tra	acker	You have now completed your 5 year address history and r addresses during this 5 year period please enter them befo	in proceed with y e proceeding	our application	If you have liv	ed at multiple	
You must complete sections below.	e all of the	Addresses					
① Details	complete	+ Ado	Address				
AddressesNames	optional	Address	Туре	Date from	Date until	Actions	
Confirmation		 High Street, Reading, RG3 4NH, United King Jarvis Road, Reading, RG17 4BH, United King 	om connent dom prevision	06/2016 10/2010	08/2019 06/2016	× •	
		Back Continue					

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".

E Toggle Navigation DBS Disclosure Application Form 30-24956 Home Applicant, Jane Smith My Account Created on 1500/2019 14.	
My Applications You must fill in the fields marked with a* if you have had any additional names. 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	
Application Tracker You must complete all of the sections below. Select name type	
Other Name* Other Name* Other Name*	
Addresses complete Used From* YYYY	
💽 Names optional Used Until* YYYY	
Confirmation Add Name	
Previously Entered Names	
Type Name Used from Used until Options	
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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.

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E Toggle Navigation	DBS Di	sclosure Application Form 30-24956 Applicant, Jane Smith	Î
My Account		Created on 15/08/2019 14 Last updated on 15/08/20	
My Applications	Please take the time to check the application in the Application	that all the details provided below are valid and current. You can return to each stage of ion Tracker Menu should you need to make any corrections.	
Applicant FAQs			
Logout	Applicant details		
Application Tracker	Breakdown		
sections below.	Current Name	Miss, Jane Smith	
(1) Details complete	Gender	Female	
Addresses complete	NI Number		
() Names optional	Position Details	CHILD WORKFORCE Childrens Services Project Worker	
Confirmation	Organisation	HQ	
	Date of Birth	08/12/1979	
	Surname at Birth	Brown	
	Place of Birth	Birmingham GB	
	Contact Number	02084977771	
	Are you a volunteer?	No	~
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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.

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	Criminal Convictions	
	*Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?	
	Please lick 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 onne). Tel: 0300 123 1999 or email: helpfin@gitarco org uk	
	Yes O O 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-Buik 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.	
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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.