

The post for which you have applied is subject to a criminal background check using the services of the Disclosure and Barring Service. As part of this process and our own recruitment procedures, we need to be satisfied with the identity of the job applicant. Therefore you need to complete this form and bring it with you to interview along with the **original** documents being used to verify your identity.

If successful at interview you will need to complete an electronic application form, more details will be provided at that time.

E-Mail address (Please make sure you complete this information if you have an e-mail address)

Please Note: if you do not have an e-mail address and you are successful you will be asked to return at a later date in order to complete your DBS on-line application form, you will be set up with a unique User ID and Password in order to complete your on-line application, where you will be asked to answer one of the following security questions.

Security Questions: (answer only one of the following three)

Favourite Colour Lucky Number Mother's Maiden Name

Applicant details : Position/Job Title :

Title: Male ☐ Female ☐ Surname:

Forename(s): Middle Name (s):

Date of birth: NI Number:

(Please note if you have had a change of surname, you will be required to provide previous details and evidence – this will include 'from' and 'to' dates).

Current Address:

Town/City: County:

Postcode:x... Telephone:

(Please note you will be **required to provide 5 years address history** – this will include 'from' and 'to' dates and should also show overseas addresses if applicable. **If you have lived overseas in the last five years you will need to obtain a certificate of good conduct from the relevant Embassy/Country.** Please attach a separate piece of paper if required.

PLEASE LIST ANY OVERSEAS COUNTRIES YOU HAVE LIVED IN DURING THE LAST 5 YEARS: (If none please state NONE)

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?

Yes ☐ No ☐

To have a Disclosure and Barring Service (DBS) check it is necessary for you to produce proof of identity and current address. Evidence of **any** name change is required. **NB: Only original documents are acceptable.** Please complete the details over the page of the documents you are providing, then sign the form and hand it, together with the original documents to the appointing manager, who will check the documents and return them to you.

There are 3 routes to identity checking, you must use Route 1 wherever possible, all Paid Non-EEA Nationals MUST use Route 1 and provide Group 1 one evidence of Right to Work or Study – no other Route can be used. Applicants for voluntary work who aren't UK or EEA nationals (this does not include Overseas students) - must use x1 group 1 document and x2 group 2 documents, they may need to be fingerprinted if they can't show these documents.

- **Route 1** – Provide 1 document from Group 1 and 2 further documents from Group 1, 2a or 2b, one of which must verify your current address. **(Non-EEA Nationals MUST use Route 1 and provide Group1 one evidence of Right to Work or Study)**
- **Route 2** – Provide 1 document from Group 2a and 2 further documents from Group 2a or 2b, one of which must verify your current address **PLUS** undertake an external ID validation check (contact 01244 973071 for more advice). In signing this form you give consent for this external check to be undertaken. Please only use this route once.
- **Route 3** – **only used in exceptional circumstances after a thorough discussion with the appointing manager as to why you are unable to use Route 1 or 2** – a certified copy of a UK birth certificate 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 your current address.

DISCLOSURE AND BARRING SERVICE - IDENTIFICATION EVIDENCE FORM

Group 1 Documents – Primary Trusted Identity Credentials Non-EEA nationals are required to provide one primary document (establishing RTW), along with two supporting documents, one of which must confirm the applicant's current address. All ID documents must be in the applicant's current names as per the application submission & one document must confirm the applicant's date of birth		
Current valid passport – Any Nationality Passport Number: _____ Issue Date: _____ Nationality: _____ Date of Birth: _____ Date of Expiry: _____	Biometric Residence Permit (UK) ID Card Number: _____ Valid until: _____ Place & Date of Issue: _____ Type of Permit: _____ Date & Place of Birth: _____ Nationality: _____ Remarks (these are the immigration entitlements for the length of the holder's stay): _____	
Current Full or Provisional Driving Licence Photocard – UK, Isle of Man, Channel Islands and EEA. Country of issue: _____ Licence Number: _____ Valid from: _____ Date of Birth: _____	Original Birth Certificate (UK and Channel Islands - issued within 12 months of birth or less - full or short form) Date of Birth: _____ Date of Issue: _____ Country of Issue: _____	
Adoption Certificate (UK & Channel Islands) Date of Issue: _____		
Group 2a Documents – Trusted Government/State Issued Documents		
Certified copy of Birth Certificate (UK & Channel Islands) – issued after time of birth Date of Issue: _____ Date of Birth: _____	Current driving licence (full or provisional) - paper version (if issued before 1998) - UK, Isle of Man, Channel Islands and EEA – Must be valid Licence Number: _____ Valid from: _____ Date of Birth: _____ Country of issue: _____	Current driving licence photocard - (full or provisional) - All countries outside the EEA (excluding Isle of Man and Channel Islands) – Must be valid Licence Number: _____ Valid from: _____ Date of Birth: _____ Country of issue: _____ Date entered UK: _____
Fire Arms Licence (UK, Channel Islands and Isle of Man) Date of issue: _____ No: _____	Marriage/Civil Partnership Certificate (UK and Channel Islands) Date of issue: _____	HM forces ID card
Group 2b Documents – Financial/Social History Documents (ALWAYS include issue date & name of Org)		
A document from Central / Local Government / Government Agency /Local Authority giving entitlement e.g. DWP, Job Centre Plus, HRMC (UK & Channel Islands)*	Financial Statement e.g. Pension, Endowment, ISA(UK) **	
Bank or building society account opening confirmation letter (UK)*	Letter from Head Teacher or College Principal (16/19 year olds in full time education - UK only) Must still be valid	
Bank or building society statement (UK, EEA or Outside EEA) * outside the EEA branch must be in the country where the applicant lives and works	Letter of sponsorship from future employment provider (Non-UK/Non-EEA only for applicants residing outside of UK at time of application) Must still be valid	
Benefit Statement e.g. Child Allowance, Pension *	Mortgage Statement (UK or EEA) **	
Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) Must still be valid	P45/P60 statement (UK & Channel Islands) **	
Council Tax Statement (UK & Channel Islands) **	Utility bill (<u>NOT</u> Mobile phone) (UK) *	
Credit Card statement (UK or EEA) *	Work permit/Visa (UK) (UK Residence Permit) valid up to expiry date**	
EEA National ID Card - Must still be valid	*= MUST be less than 3 months old **=MUST be within last 12 months no asterisk = can be more than 12 months old you MUST NOT accept documentation printed from the internet	
Irish Passport Card Cannot be used with an Irish passport Must still be valid		

To the best of my knowledge, the information provided is accurate and relates to me.

Signature of applicant: _____ Date: _____
 Evidence checked by: _____ Date: _____