

PROCEDURE FOR A DBS CHECK - PLEASE READ ALL OF THIS CAREFULLY

The DBS allows no flexibility or discretion in their rules. If you have any questions please contact GP Systems: peter@mckeown-online.com 07896640840.

WHEN COMPLETING THE APPLICATION FORM

Please give your full name and all previous names including 'maiden names', with the month and year that you started and stopped using each one.

- You must provide evidence for your present name.
- If possible you must also provide evidence for previous names.
- You must give details of all addresses going back a full five years, with the month and year that you moved into and out of each address.
 - There must be no gaps, but overlaps are OK.
 - We are interested in where you lived, not where you had mail delivered.
 - If you run out of space, please use a plain piece of paper.
- Please give your phone number and email address (optional). This can save time in resolving questions.
- The form must be completed legibly in BLACK ink, in capital letters.
- Your date of birth (on line 14 of the form) must be in the format DDMMYYYY. Other dates must be MMYYYY.
- Do not use correction fluid, e.g. Tippex.
- Do not 'paint over' mistakes - Please rule out and rewrite alongside.
- Do not write on page 4 (the back page).

RIGHT TO WORK IN THE UK

You must provide evidence of the right to work in the UK. This is explained in the document "Right to work in the UK", which your manager should have given you.

PRIVACY DECLARATION

Your manager must also give you the following documents:

- Privacy Policy DBS
- Privacy Policy GP Systems
- Privacy Declaration

You must complete, sign and return the Privacy Declaration to your manager. It must be in paper format. An electronic version will not be accepted.

DOCUMENTS OF IDENTIFICATION

The DBS requires original documents from the following list. Please **provide as many as possible**. Documents often turn out to be invalid for what might seem to be obscure or trivial reasons. At the very least, three documents are required.

- You must provide at least one item from Group 1. If you can't provide a document from Group 1 please contact GP Systems 07896640840 peter@mckeown-online.com.
- At least one item must confirm your current address.
- Photocopies and documents printed from the internet or computers are not acceptable BUT:
 - A bank statement printed by your bank branch is OK provided it is less than three months old.
- Do not put any original documents of identification in the post.

Please hand the original documents to the person who will identify you. They will be returned to you right away - once they have been checked and photocopies taken.

Any copies of your documents held by GP Systems will be destroyed when the application form is sent to the DBS.

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard (full or provisional)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued within twelve months of birth	UK and Channel Islands - including those issued by UK authorities overseas, e.g. Embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Current driving licence photocard (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Birth certificate - issued after time of birth	UK Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last twelve months
Bank or building society account opening confirmation letter	UK and Channel Islands or EEA	Issued in last three months
Credit card statement (NOT store card)	UK or EEA	Issued in last three months
Financial statement - pension or endowment	UK	Issued in last twelve months
P45 or P60 statement	UK and Channel Islands	Issued in last twelve months
Council Tax statement	UK and Channel Islands	Issued in last twelve months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill (NOT mobile telephone bill)	UK	Issued in last three months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last three months
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last three months
EEA National ID card		Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from Head Teacher or College Principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid