



Additional Information DBS Form

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups.

If you are successfully appointed to the role of which you have applied, the post is conditional upon satisfactory completion of an Enhanced DBS check. Therefore we would ask that you complete this form and bring to the interview along with the detailed documents overleaf so that a check can be requested at the earliest opportunity.

Please note that only successful candidate's application forms will be processed, all other candidate's forms will be confidentially destroyed.

Name <i>(full name to include any middle names)</i>		
Known by any other forenames	Forename:	
	Dates Used:	
Known by any other surnames	Surname:	
	Dates Used:	
Current Address		
Current Postcode		
Dates Lived at Address <i>(from & to)</i>		
<i>An Address history to cover a full 5 year period is needed for the check, please detail additional address including dates on a separate sheet</i>		
Date of Birth		
Place of Birth <i>(town & county)</i>		
National Insurance Number		
Contact Phone Number		
Contact Email Address		
Have you ever been convicted of a criminal offence or received a caution, reprimand, or warning? <i>(Yes/No)</i>		

Declaration by Applicant

I confirm that the information given in support of this application is complete and correct.

Signed _____ **Date** _____

DBS Identity Documents

To meet the Enhanced DBS check requirements please ensure you bring one document from Group 1, as detailed below and 2 further documents from either Group 1, or Group 2a or 2b, as detailed below. Three forms of identity in total are required, at least one of these should be photographic and at least one should evidence your current address. **The originals documents must be brought to the interview, copies cannot be accepted.**

Group 1 Documents <i>All driving licenses must be valid – in date & with the correct address.</i>	Passport – any current and valid passport
	Biometric residence permit UK
	Current driving license photo card - (full or provisional) UK, Isle of Man, Channel Islands and EU
	Birth certificate – issued at time 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 <i>All driving licenses must be valid – in date & with the correct address.</i>	Current driving license photo card - (full or provisional) All countries outside the EU (excluding Isle of Man and Channel Islands)
	Birth certificate - issued after time of birth UK and Channel Islands
	Marriage/civil partnership certificate UK and Channel Islands
	HM Forces ID card UK
	Firearms license UK, Channel Islands and Isle of Man
Group 2b: Financial and social history documents	Mortgage statement UK or EEA Issued in last 12 months
	Bank or building society statement UK and Channel Islands or EEA Issued in last 3 months
	Bank or building society account opening confirmation letter UK Issued in last 3 months
	Credit card statement UK or EEA Issued in last 3 months
	Financial statement, e.g. pension or endowment UK Issued in last 12 months
	P45 or P60 statement UK and Channel Islands Issued in last 12 months
	Council Tax statement UK and Channel Islands Issued in last 12 months
	Work permit or visa UK Valid up to expiry date
	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 UK - not mobile telephone bill Issued in last 3 months
	Benefit statement, e.g. Child Benefit, Pension UK Issued in last 3 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 3 months
	EU National ID card - Must still be valid
	Cards carrying the PASS accreditation logo UK 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

If you are unable to provide any of the above please contact the home for advice.