Cheshire West and Chester

DBS Short form

Please write clearly in capital letters

Cheshire East Council

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.

We use an on-line application process for checks, 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)

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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

Title: ..... Male ☐ Female ☐ Surname: .....

Forename(s): ..... Middle Name: .....

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: ..... 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).** 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)

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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 Non-EEA Nationals MUST use Route 1:

- **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.
- **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

Current valid passport – Any Nationality	**Biometric Residence Permit (UK)**
Passport Number:	ID Card Number:
Issue Date:	Valid until:
Nationality:	Place & Date of Issue:
Date of Birth:	Type of Permit:
Date of Expiry:	Date & Place of Birth:
	Nationality:

Current Full or Provisional UK Driving Licence (Inc Isle of Man, Channel Islands) Must be a Photocard Licence with the paper counterpart licence except Jersey.	**Original Birth Certificate (UK and Channel Islands) issued at the time of birth (12 months or less - full or short form acceptable)**
Country of issue:	Date of Birth:
Licence Number:	Date of Issue:
Valid from:	Country of Issue:
Date of Birth:	

Group 2a Documents – Trusted Government/State Issued Documents

Certified copy of Birth Certificate (UK & Channel Islands) – issued after time of birth	**Current Full or Provisional Paper UK Driving Licence(Inc Isle of Man, Channel Islands) (with no photo card) OR Non-UK Photo Driving Licence up to 12 months from entry into UK.**	**Adoption Certificate (UK & Channel Islands)**
Date of Issue:	County of Issue:	Date of Issue:
Date of Birth:	Licence Number:	
	Valid from:	
	Date of Birth:	

Fire Arms Licence (UK & Channel Islands)	**Marriage/Civil Partnership Certificate (UK)**	
Date of issue: No:	Date of issue:	

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 (UK & Channel Islands) *	**Financial Statement e.g. Pension, Endowment, ISA(UK) ****
Bank or building society statement (UK or EEA) *	**Letter from Head Teacher or College Principal (16/19 year olds in full time education - UK only)**
Bank or building society account opening confirmation letter (UK)	**Letter of sponsorship from future employment provider (Non-UK/Non-EEA only for applicants residing outside of UK at time of application)**
Benefit Statement e.g. Child Allowance, Pension *	**Mortgage Statement (UK or EEA) ****
Cards carrying the PASS accreditation logo (UK)	**P45/P60 statement (UK & Channel Islands) ****
Council Tax Statement (UK & Channel Islands) **	**Utility bill (NOT Mobile phone) (UK) ***
Credit Card statement (UK or EEA) *	**Work permit/Visa (UK) (UK Residence Permit) valid up to expiry date****
EU National ID Card	***= MUST be less than 3 months old **=MUST be within last 12 months no asterisk = can be more than 12 months old**

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

Signature of applicant: _____ **Date:** _____

Evidence checked by: _____ **Date:** _____

Amended: 10/02/2014