

Disclosure – Guidance Notes for Employers

These notes are intended to help you check that the applicant has completed the Disclosure application form correctly. **Please read them carefully as you check and complete the form.**

Starting the DBS check

- Give the applicant a form and a copy of the BAND *Guidance notes for Applicants and Information for Applicants*, emphasise the need to read through the notes before starting to complete the form, offer support if needed.
- Explain any form not completed correctly will be returned for amendments.
- Explain that the applicant must fully complete the form and produce a range of original documents to verify their identity .

Checking the form

- Check they have used only a **black pen**
- Check they have used **CAPITAL letters**
- Check they have completed **all** lines marked in **yellow (except lines 28 – 31 and section D)**
- Check they have only written within the boxes provided using **one letter or number in each box**.
- Check that if they made a mistake they put a line through it like this / and they have written the correction to the right of the mistake. **No correction fluid has been used.**
- If an **X** has been placed in the wrong box in error, place an **X** in the correct box and circle it.

Checking the identity documents to verify identity

- You must follow the guidance on the back of this sheet together with the guidance set out in the Identification Checking Documents sheet enclosed.
- You must use Route One to verify an applicants identity, if this is not possible contact BAND who will advise you how to proceed using Route Two.
- You need to see identification documents as detailed on the attached list.
- You **must only** write the document information asked for on the form **do not** write any other document information on the form.
- If the applicant cannot provide sufficient identity documents please call BAND DBS Tel: 0117 914 3007 or email DBSchecks@Bandltd.org.uk .

Verifying documents – Please refer to the Identification Checking Documents List

The applicant **must** provide a range of identity documents these must be **originals** not photocopies

Section A

All yellow boxes must be fully completed **except lines 28 - 31**.

Line 4 – if the applicant has answered **yes** all previous names must be listed with dates – continuation sheets can be used in needed.

You now need to complete the '*Registered body use only*' box in section A

- You must see a document that verifies the applicant name, then put a cross in **a1-a3 verified**
- You must see a document that verifies the applicant date of birth, then put a cross in **a14 verified**
- If the applicant has put YES in line 20, 22 or 24 you must see the correct documents to verify this, you must check the document details have been entered correctly in all the relevant lines you can then put a cross in boxes a21, a23, & a25 verified. if they are unable to produce the documents you must **NOT** complete the verification boxes - leave the verification boxes blank.

Section B

All yellow boxes must be fully completed.

Line 36 must say United Kingdom

Line 37 if the date given is less than five years old previous address must be listed below in section C and on a continuation sheet (downloadable from BAND website) if necessary.

The applicant **must** provide a document to confirm their current address, this must be an **original** not a photocopy.

- You must see a document that verifies the applicant address, then put a cross in '*Registered body use only box - current address verified?*'

Section D - This section must be left blank

Section W

Line 58 must be completed by the person who has checked the verification documents.

Line 59 if you have been able to check and verify the applicants true identity you must put a X in the yes box if you have been **unable** to check and verify the applicants true identity you must put a X in the no box.

Section X

Line 60 must be yes.

Line 61 - 1st line, put 1 of the following 3 options:

- 'Child Workforce'. Use this for any position that involves working/volunteering with children.
- 'Adult Workforce'. Use this for any position that involves working/volunteering with adults.
- 'Child and Adult Workforce'. Use this for any position that involves working/volunteering with both children and adults.

Line 61 - 2nd line a description of the job role

Line 62 name of the organisation

Line 63 please note BAND **only** processes enhanced CRB checks.

Lines 64 – 68 must be completed as appropriate in line with legislation and corresponding with Line 61 1st line

Sections Y & Z - Leave these sections blank. (For BAND and DBS use ONLY)

DO NOT TAKE A PHOTOCOPY OF THE FORM. Now return the form together with all the identity documentation to the applicant, ask them to complete Section E, seal the form in an envelope and return it to you.

Sending to BAND

You must fully complete a **BAND 1** form showing which documents you have checked to prove identity (downloadable from BAND website), this must be included with the appropriate payment:

- Paid worker £57.00, Volunteer £12.00 (includes £10 BAND Admin fee + £2 VAT)

Place the sealed envelope, together with a **BAND 1 form** and the appropriate payment in another sealed envelope and send to BAND clearly marked **CONFIDENTIAL - DBS**