

DBS GUIDANCE NOTES

HOW TO COMPLETE AN ONLINE APPLICATION

An online criminal records check can be completed by accessing the internet from any PC/Laptop that has this facility. If you don't have your own computer, you can go to any internet café or local library.

DBS UP-DATE SERVICE

If you are registered with the DBS Up-date Service which enables you to keep your subscription up-to-date you should inform the Recruiting Manager.

The Recruiting Manager will require you to give your permission by completing a consent form to enable your DBS Certificate Status online to be checked. You will need to provide your:-

- DBS Certificate Number
- Your Surname on the Certificate
- Your Date of Birth (DD/MM/YYYY)

Your Up-date Service subscription will be checked by the Recruiting Manager however the Council could legally request a new DBS check for the role that you are applying for and the Recruiting Manager must ensure that it is for the same workforce, where the same type and level of criminal record check is required. This is because the Council is initially responsible for understanding and applying the relevant legislation to each role that we are recruiting for.

LOGGING ONTO THE SYSTEM

Please enter the following address in the web browser:

<https://www.matrixscreening.com/schoolshr>

You will now be on the main login page. **N.B. Please note at this stage of the process your login details are case sensitive.**

1. Enter the name of the Organisation Reference that has been provided in your conditional offer letter.
2. Your conditional offer letter will also contain your password.

Once you have completed this section click **'Enter'**.

The online application form is a simple 5-step process. Please complete all fields.

Mistakes on the online application form will cause delays in processing. If you make a mistake you can edit the form at the end of your application process before you confirm submission.

SECTION 1 - ABOUT YOU

Please enter your personal details. Enter your full first name (as shown on your Birth Certificate, Passport or Driving Licence), do not use abbreviations or just initials, e.g. Reg White or R White. If you have a middle name(s) ensure that you enter the details.

Please also ensure that you enter your National Insurance Number.

Once you have completed this section click **'Next'**.

SECTION 2 - ADDRESS HISTORY

Please enter your current address. If you haven't lived at this property for more than five years click on the **'Add Address'** button to add any additional addresses. You can edit dates by clicking on the **'Edit'** button.

Address Dates

There cannot be any gaps/overlaps in your address history. Please make sure that the month and year of each address follows that of the previous address, e.g. if you moved to a new house in January 2010 ensure that this date is repeated as your last date at your previous address and also the first date that you moved into your new address.

Postcode

If you can't remember your postcode use the Royal Mail UK Postcode Finder at www.royalmail.com/find-a-postcode

Foreign Addresses

If you cannot supply the address for a foreign country, then please enter '**No fixed abode**' for Address Line 1 and Town.

Once you have completed this section click '**Next**'.

SECTION 3 - ADDITIONAL INFO

Place of Birth

Please enter details for your place of birth and add any additional surnames used.

Changed Surname

If you have changed your surname, please provide your birth surname and the year you changed it.

Other names

Please provide details of any other names used at any time during your lifetime and the dates during which the names were

used. Please enter each full forename, middle name(s) and surname separately using the **'Add Name'** button below.

Once you have completed this section click **'Next'**.

SECTION 4 - CONVICTION HISTORY

If you have never committed a criminal offence, then please select **'no'**.

If you have an 'unspent' conviction, then please select **'yes'**. An 'unspent' conviction is any conviction that is still held on your criminal record.

If your conviction has been 'spent' (e.g. you committed a minor offence some time ago that has since been removed from your record) you do not have to answer **'yes'**.

For more information see Rehabilitation of Offenders Act 1974 at:

<http://www.legislation.gov.uk/ukpga/1974/53>

This will give you guidance as to whether your conviction is 'unspent' or 'spent'.

Once you have completed this section click **'Next'**.

SECTION 5 - CONFIRMATION AND CONSENT

Now read through your online application to ensure that there are no omissions/errors before you submit your online application. If you wish to edit a section of your application click on **'edit'** next to the section of the form that requires changes.

At the end of the online application please make sure that you complete the Applicant Consent section.

By completing the form, you will be consenting to the transfer of your information to the Disclosure and Barring Service for the purpose of a Disclosure Application.

You will be required to confirm that the information that you have provided in support of the application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

Please tick the box on the application as shown to indicate your consent.

Finally click '**Complete**'.

You have now completed your online application form and you will be given a reference number. Please make a note of this number as you may need it for future reference. If you entered an email address onto your application form, you will receive a confirmation email containing these details.

Your form will now be processed by Birmingham City Council via Security Watchdog and will be sent to the DBS. It takes approximately 2-4 weeks for a disclosure result to be returned, however this is not a guarantee. You will receive your own copy in the post.

IDENTITY VERIFICATION

In line with the Home Office code of practice, all applicants requiring a DBS check must have their identity verified.

How do I have my identity verified?

You need to contact the Recruiting Manager who will arrange for your identify documents to be validated by the nominated ID Checker in the Service Area where you will be working.

N.B. At least one document must show your current address and at least one document must show your date of birth.

Full details of the acceptable ID checks are available via the web address below:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018>