

## E-Bulk Guide for Applicants



## Applicant's Guidance Notes

You have been asked to apply for a CRB disclosure as you are applying to work with either children and/or vulnerable adults for an organisation on either a voluntary or a paid basis.

A CRB check can provide access to a range of different sources of information such as that held:

- on the Police National Computer (PNC), including Convictions, Cautions, Reprimands and Warnings in England and Wales, and most of the relevant convictions in Scotland and Northern Ireland may also be included. (The CRB reserves the right to add new data sources).
- on lists maintained by the Independent Safeguarding Authority (ISA);
- by the local police force considered relevant to the job role by Chief Police Officer(s).

**Before you proceed to the online application, you must complete a self-declaration form, which includes your consent for a CRB check. This will be provided by your Recruiter and should be returned to them in a sealed envelope (it is also an appendix at the bottom of this guide).**

Your Recruiter will be able to provide you with your organisation's Equal Opportunities Policy and our Statement of Fair Processing should you wish to see them.

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

For the purpose of this electronic application, access to information supplied by and relating to you is given to our agent in order to process the disclosure and by using the online system, we consider this your consent (all information is stored with the utmost of security in accordance to the CRB Code of Practice and Data Protection Act).

### Logging onto the system.

Please click on the link below to access the system. We would advise that you click on the link for security reasons. (If you type the address in, rather than follow the link it is possible you may get an error message appear. If this happens simply confirm that you trust the security certificate for this website).

<https://disclosure.capitarvs.co.uk/ccpas/>

You will now be on the main login page.

NB \*Please note at this stage of the process your login details are case sensitive.

1. Click on 'CRB Application Form' (first orange box icon), this will take you to the start of the application process.
2. Enter your organisation reference number in the box. Your Recruiter will have given you this information in the email that accompanied this guide.
3. Enter the password supplied to you by your Recruiter in the email that accompanied this guide. If you haven't been given a password please contact your Recruiter (or CCPAS if you are the Recruiter).

Once you have completed this section click 'Enter'.

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

Please enter your reference number and password to start a new application.

#### Start New Application

Organisation Reference (\*):

Password:

Enter ↗

Mandatory fields are denoted by (\*)

Mistakes on the application form will cause delays in processing.

## Section 1 – About You

Please enter your personal details. If you have a middle name(s) ensure that you enter the details.

1) About You | 2) Address History | 3) Additional Info | 4) Employment | 5) Confirm

The application form is a simple 5 step process, please complete all fields provided.

Mandatory fields are denoted by (\*)

#### Personal Details

Title (\*):

Forename (\*):

Middle name 1:

Middle name 2:

Middle name 3:

Surname (\*):

Date of birth (\*):

Gender (\*):

NI Number:

#### Contact Details

Language (\*):

To speed up the resolution of any queries with your application please provide a telephone number or email address we can use to contact you

Telephone No:

Email Address:

Next ↗

#### Information

##### Middle Names

If you have more than 3 middle names just enter the first 3 in the fields provided.

##### Language

This determines whether the disclosure certificate will be printed in English or Welsh.

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 house in January 2009 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](#).

### Foreign Addresses

If you cannot supply the address for a foreign country then please enter 'overseas' in Address Line 1 and complete town and country with correct information.

CCPAS  
setting standards in safeguarding

1) About You | 2) Address History | 3) Additional Info | 4) Employment | 5) Confirm

Please enter your current address

**Current Address**

Address Line 1 (\*): 675 HOLLY GROVE

Address Line 2:

Town (\*): BROMLEY

County:

Country (\*): United Kingdom

Postcode (\*): BR1 7JT

Date from (\*): Jan 2002

**Information**

**Address Dates**  
There cannot be any gaps in your address history. Please make sure that the month and year of each address follows that of the previous address.

**Postcode**  
If you can't remember your postcode use the Royal Mail [UK Postcode Finder](#).

**Foreign Addresses**  
If you cannot supply the address for a foreign country then enter please enter "no fixed abode" for address line 1 and town.

Previous Next

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 forename, middle name(s) and surname separately using the 'Add Name' button below.

Please complete the following additional information

**Place of Birth**

Town (\*):

County:

Country (\*):

Nationality:

Please enter your surname at birth (even if it is the same as that already provided)

Surname at birth:

Used until:

**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 forename and surname separately using the 'Add Name' button below.

Name	Type	From	To
No records have been created			

◀ Previous

Next ▶

**Information**

**Changed Surname**  
If you have changed your surname please provide your birth surname and the year you changed it.

**Other names**  
If you have used any other names at any time during your lifetime please provide them.

Once you have completed this section click 'Next'.

## Section 4 – Employment Details

### Position Applied For

Please provide the name of the position you are applying for as supplied by your Recruiter in the email accompanying this guide. Please do not progress with the application until they have given you the approved title.

### Employer Name

This has been defaulted to the organisation you are applying through but can be amended if required.

Please complete the fields below

**Employment Details**  
Position Applied For (\*): SUNDAY SCHOOL TEACHER  
Employer Name (\*): ST PAULS CHURCH

**Conviction History**  
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 sometime ago that has since been removed from your record) you do not have to answer 'yes'.  
Do you have any unspent convictions? (\*):

#### Information

**Position Applied For**

Please provide the name of the position you are applying for.

**Employer Name**

This has been defaulted to the organisation you are applying through but can be amended if required.

**Conviction History**

If you have any unspent convictions you must select Yes.

For more information see [Rehabilitation of Offenders Act](#)

## Conviction History

For the purposes of working with children or vulnerable adults all convictions are classed as unspent. Therefore if you have ever been convicted of a criminal offence or received a caution, reprimand or warning, you should answer yes. You should also have given details of this on the self-declaration form.

For more information see Rehabilitation of Offenders Act 1974 at:

<http://www.dft.gov.uk/pgr/security/crc/rehabilitationofoffendersact1974>.

Once you have completed this section click 'Next'.

## Section 5 – Confirmation and Consent

Now read through your application to ensure that there are no omissions/errors before you submit your 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 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 CCPAS, our agent and the Criminal Records Bureau for the purpose of a Disclosure Application.

You will be required to confirm that the information you have provided in support of the application is complete and true and understand that to knowingly 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 application form and you will be given a reference number. Please make a note of this number for reference purposes, as your employer may ask you for it. If you entered an email address onto your application form you will receive a confirmation email containing these details.

Your information will be forwarded to your Recruiter for the checking of your identity documents.

## **Identity verification**

In line with the CRB code of practice all applicants requiring a CRB check must have their identity verified.

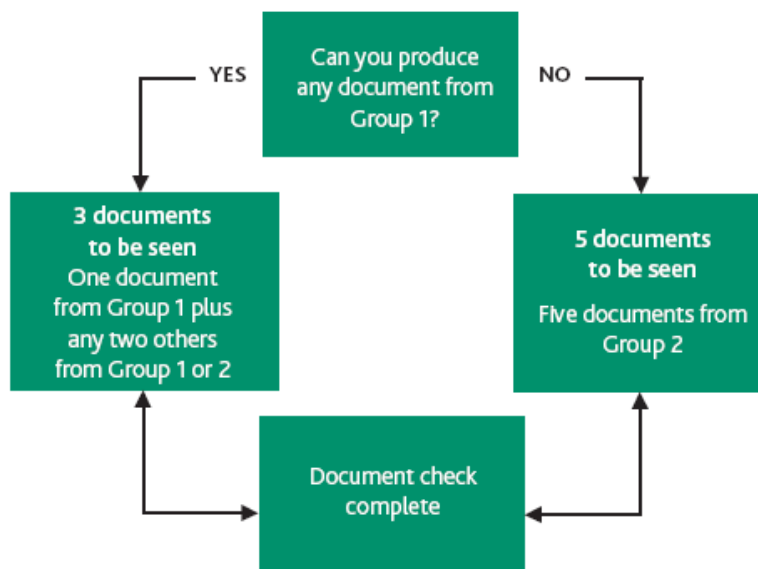
### **How do I have my identity verified?**

You will need to provide your Recruiter with original identity documents; or alternatively ask them about the Post Office Verify Service if you are unable to post your ID or provide it in person.

### **What Documents Do I Need to Produce?**

If you have a UK driving licence, passport (any nationality) and/or National Insurance No. then we ask that you show these to your Recruiter as proof of your identification, along with any proof of name change if applicable; your identity check is then complete. If you do not have *all* of these documents, please provide the ones you do have, and then follow the chart set out below to complete your identification check.

NB. At least one document must show your current name, at least one document must confirm your current address and at least one document must show your date of birth.



### Table of Acceptable Group 1 and Group 2 Documents

Group 1
Valid passport (any nationality) Original UK Birth Certificate (issued within 12 months of date of birth) (full or short form acceptable) UK Driving Licence (photo card & counterpart or old style paper licence) Valid photo identity card (EU countries only) UK Firearms Licence Adoption Certificate HM Forces ID Card

Group 2		
Issued whenever	Issued within last 3 months	Issued within last 12 months
<ul style="list-style-type: none"> <li>• Marriage certificate</li> <li>• 'Re-issued' UK birth certificate, issued after 12 months of date of birth (full or short form acceptable)</li> <li>• Valid NHS Card</li> <li>• Exam certificate (e.g. GCSE, NVQ)</li> <li>• Valid vehicle registration document</li> <li>• Valid TV Licence</li> <li>• Certificate of British nationality</li> <li>• Valid insurance certificate</li> <li>• National Insurance number card</li> <li>• Connexions card</li> <li>• Asylum registration card</li> </ul>	<ul style="list-style-type: none"> <li>• Utility bill (electricity, gas, water, telephone, mobile phone contract / bill)*</li> <li>• Credit card statement*</li> <li>• Store card statement*</li> <li>• Mail order catalogue statement</li> <li>• Correspondence or a document from: the Benefits Agency; Employment Service; Inland Revenue; or a Local Authority</li> <li>• Addressed payslip</li> <li>• Bank or building society statement</li> <li>• Letter from Head Teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Financial statement (e.g. pension, endowment, ISA)</li> <li>• Child benefit book</li> <li>• Work permit / visa</li> <li>• Mortgage statement*</li> <li>• P45/P60 statement</li> <li>• Court summons</li> <li>• Disclosure certificate (issued in the last 12 months)</li> </ul>

# Appendix 1

## Self Declaration Form for a Position Requiring a Disclosure

### STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation.

All applicants are asked to complete this form and return, to your Recruiter detailed below, in a separate sealed envelope

To: \_\_\_\_\_  
(name of Recruiter in place of worship/organisation processing Criminal Records Disclosure checks)

Address: \_\_\_\_\_  
\_\_\_\_\_

Appointment applied for: \_\_\_\_\_

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

Yes                      No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

---

---

---

---

---

### POLICE INVESTIGATIONS

This should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

Yes                      No

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

---

---

---

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes                      No (please tick)

If yes, please provide details, we will need to discuss this with you.

---

---

---

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes                      No (please tick) if yes, please give details.

---

---

**DECLARATION**

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_ of (address) \_\_\_\_\_  
\_\_\_\_\_

Confirm that I am not barred from working with children/vulnerable adults from engaging in regulated or controlled activity.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I understand that a check will be made with the Independent Safeguarding Authority and that it is an offence for any person to commence Regulated Activity without first being ISA-registered.

I agree to inform the person within the place of worship/organisation\* responsible for processing applications for Criminal Records Bureau/SCRO/Access NI Service checks if I am convicted of an offence after I take up any post within the place of worship/organisation\*. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation\* responsible for processing applications for Criminal Records Bureau/SCRO/Access NI Service if I become the subject of a police and/or a social services/(Children's Social care or Adult Social Services)/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Legalese – attached notes

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves substantial, unsupervised contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through The Criminal Records Bureau (CRB) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The CRB/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the CRB/SCRO/ACCESS NI Service.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children or vulnerable adults. Should ever we need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children/vulnerable adults.

\* delete where appropriate

### Notes for England, Wales & Northern Ireland Only - Children and Young People

Under the Safeguarding Vulnerable Groups Act 2006 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists under the Independent Safeguarding Authority Vetting and Barring Scheme.

Note: The ISA Barred Lists replace the Protection of Children Act (PoCA) List, List 99 and the Protection of Vulnerable Adults (PoVA) List in England and Wales, and the Disqualification from Working with Children (DWC) List, the Unsuitable Persons List (UP List) and the Disqualification from Working with Vulnerable Adults (DWVA) List In Northern Ireland as well as the system of Disqualification Orders, which was operated by the Criminal Justice System.

Definition of regulated activity: Any activity of a specified nature that involves contact with children or vulnerable adults frequently, intensively and/or overnight. (Such activities include teaching, training, care, supervision, advice, treatment and transportation.)

- Any activity allowing contact with children or vulnerable adults that is in a specified place frequently or intensively. (Such places include schools and care homes.)
- Fostering and childcare. Any activity that involves people in certain defined positions of responsibility. (Such positions include school governor, director of children's services and director of adult social services, and trustee of certain charities.)
- 'Regulated activity' is when the activity is frequent (once a week or more), 'intensive' (takes place on four or more days in a 30-day period) or overnight.

### Notes for Scotland Only - Children and Young People

Under the Protection of Children (Scotland) Act 2003 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the List (outlined in Section 1 of the Act) or:

Those included (other than provisionally) in the Disqualified from Working with Children List established under Section 1 (1) of the Protection of Children (Scotland) Act 2003;

- Individuals considered unsuitable to work with children in the List kept under the Protection of Children Act 1999;
- Individuals prohibited from teaching under Section 142 of the Education Act 2002, held on the DfES List 99.
- Individuals subject to a Disqualification Order within the meaning of the Criminal Justice and Court Services Act 2000.

Under the Protection of Children (Scotland) Act 2003 (Section 11) it is an offence for an individual who is disqualified from working with children (as outlined above) from applying for, offering to do, or accepting any work in a child care position.

Towards the end of 2010, the Scottish Government is introducing a new membership scheme that will replace and improve upon the current disclosure arrangements for people who work with vulnerable groups.

The Protecting Vulnerable Groups Scheme (PVG Scheme), which delivers on the provisions outlined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007 will:

- help to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour,
- be quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required,
- strike a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.