

An Applicants Guide for Transport Operator staff to completing the online E-DBS Application Form

Please note for information, the Criminal Records Bureau and Independent Safeguarding Authority have merged and are now known as the Disclosure Barring Service (DBS).

General Advice

The purpose of this guide is to allow you to quickly and easily complete the online DBS application form. Please take time to read this document before commencing.

Register today.....

In order to apply for an online DBS check and complete the application form, you must register for an account. Please visit www.northyorks.gov.uk/dbs and follow the instructions as prompted. There is additional guidance available for Passenger Transport from the main page.

To register you will require an email address: you can use a work, personal or family email address. If you do not have one you can easily create an email address and an email account free by using widely available internet resources such as: Google, Hotmail, Yahoo, BT Internet Freeserve etc. If you are currently working for NYCC and you require support, seek your manager's guidance.

Required documentation.....

The online DBS application form requires you to record details of certain documents (if you have them) in the application form. It will therefore help you to have the following documents available before commencing - National Insurance Number, Passport and Driving Licence.

Helpful hints.....

- All fields marked with an asterix * at the right hand side of the box are mandatory and must be completed.
- The progress tracker at the top right of the screen will prompt you to complete any missing mandatory fields.
- Please remember to click 'save and proceed' to move forward to the next section.
- Where you see an 'i' icon, this indicates that there is information available which you should read to help you fill in the field correctly.

Let's get started.....

Once you have registered, and have clicked on the apply button the following quick 3 step process will be followed

The screenshot shows the Council website's navigation menu with 'About the Council' selected. The breadcrumb trail reads: 'About the Council > Jobs and careers > Disclosure and barring service (DBS) > DBS information for applicants and employees'. The main heading is 'DBS information for applicants and employees'. Below this, it explains that the DBS checking process enables employers to access information from police and barred lists. It lists eligible groups such as schools, school transport staff, and fosterers. A prominent blue button says 'Apply for a DBS check'. Below the button, there are links to 'DBS applicant guidance [450kb]' and a 'list of acceptable documents to prove identity [204kb]'. A 'Download' box contains a link to the 'Policy Statement on the Recruitment of Ex-Offenders [120kb]'. A 'Related websites' box points to 'GOV.UK - DBS code of practice'. A 'Rate this page' box shows five stars.

Stage 1 - Completing the online DBS form.....

You will complete all sections of the online DBS application form as follows:

The screenshot shows the 'Applicant details' section of the online DBS application form. The form includes fields for Title (MR), Forename (JOE), Surname (BLOGGS), Gender (Male), Date of birth (10 November 1985), Place of birth (Town: NORTHALLERTON, County: NORTH YORKSHIRE, Country: United Kingdom), and Middle name (DAVID). A 'Symbol Key' on the right indicates the status of each section: Personal details (Completed), Applicant details (Completed), Current address (Completed), Previous address (Empty), and Declaration (Completed). Navigation links at the top include 'Application guide', 'View & print application', 'Save to Desktop', 'FAQ', 'Submit', and 'Logout'. The user's name 'Joe Bloggs' is visible in the top right.

- These options provide additional functionality, e.g. save and print your application
- The progress tracker allows you to check that you have completed all sections correctly
- There is additional guidance available here

Personal /Applicant details:

Please complete all mandatory fields. Please take care to record surname and forename in the appropriate fields.

Address Details: If you have lived at a different address in the past 5 years, you will need to record details of 'from' and 'to' dates. Please ensure that the post code is recorded in upper case.

Personal Documents

If you hold any of the following documents, you must record the appropriate identity numbers on the form. National Insurance Number; Passport Number; Driving Licence Number. Please note, if you are a driver for a transport operator you MUST include your Driving Licence Number.

Please note: Driving Licence

Your driving licence number contains the first five letters of your surname (or all if it is shorter than five letters), and your first two initials (only one initial if you don't have a middle name). Validation is applied to compare this information with data recorded on other parts of the form, so if you are experiencing a problem with your driving licence number, please check it's not due to one of the following scenarios:

1. If you have changed your name since originally applying for your driving licence, and have not updated your name (e.g. recently married), then for the purposes of verifying your identity, your licence is not valid. In order to submit the application form successfully, you will need to answer 'No' to the question – Do you have a valid driving licence?

2. If you didn't include your middle name when applying for your driving licence, for the purposes of submitting your online DBS application, you must leave the middle name section of the DBS application form blank.

Declaration

Please complete all questions in this section. Submit the form

- Once you are happy that you have completed all mandatory fields, you should click 'submit'. If you wish you can save a copy for your records.
- You will receive an email to confirm receipt using the e-mail address that you have registered with. All correspondence will be sent to this e-mail address so please ensure that you regularly check your e-mail account.
- If there are errors within any sections of the forms, this will be indicated to you by an 'x' showing against that section (right hand side of the screen). You will also be shown a list of the errors contained within each of the sections that will need to be corrected in order to submit the application. You will not be able to submit the form if there is missing data or if you have entered data into a field in an incorrect format. Once you have submitted your online DBS application form you now need to complete stage 2 with your employer or other approved verifier.

Stage 2 – Verification of Evidence

- Once you have submitted your online DBS form this second stage is where you are required to provide documentary evidence on a face to face basis to your employer to prove your identity.
- Documentation listed in the DBS Identity Check Guidance which is on the website is the only documentation that can be accepted. It is important that you review the list of acceptable evidence as there are new requirements from Sept 2012.

- To avoid any delays or inconvenience, please ensure that you adequately prepare to provide the required documentation.
- It is essential that you complete this task without delay, as your application will not be processed until this information has been checked and submitted to us.
- Your online DBS form will not be progressed until we receive from your verifier their proof and verification for your identity.
- You should also print off and complete a Passenger Transport Vetting Procedures Consent Form which should be given to your employer/verifier, along with a passport style photograph, to check and verify the information and that you are the individual in the photograph. This Form and the photograph (with your full name and date of birth printed on the reverse) should then be posted to Integrated Passenger Transport, North Yorkshire Council, County Hall, NORTHALLERTON, North Yorkshire DL7 8AL. Failure to submit the Form and photograph will delay the application process and subsequently the notification of your disclosure result via your employer.

Stage 3 - Processing your DBS application and receiving your results

Once your evidence has been confirmed to us, we will match this with your application and submit the full application including verification information to National DBS who will carry out the DBS check.

On completion DBS National will send you a paper DBS certificate to your home postal address. In circumstances when the certificate contains information, you must provide this to us for consideration. In order for us to complete this task you should take your original certificate to one of the libraries listed here. The library staff will authenticate the certificate, scan and send it to the Employment Support Service for consideration by a designated decision maker. The library staff will not be involved in the decision making process and are only providing an administrative function to ensure safe receipt of the certificate. Any queries regarding the information revealed should be discussed with Integrated Passenger Transport. When North Yorkshire Council receive your DBS check information this will be reviewed and consideration as to whether you are suitable to work on transport contracts will be given. Your employer will be provided with notification of the outcome of this process which will then be passed on to you. Having a conviction to declare does not necessarily prevent you from being engaged in the post that you wish to work in. NYC positively support the Rehabilitation of Offenders and takes a balanced approach. All information disclosed will be dealt with the strictest confidence in compliance with Data Protection.

Any communication which we send to you will be via the email address stated on your application form therefore it is important that you check your email and also the applicant centre as this will provide you with updates regarding the status of your clearance.

Help If you require any help or support when completing the application form please contact Employment Support Services on 01609 532190 or email employmentsupportservice@northyorks.gov.uk.