

DBS Completion: Top Tips

In order for your DBS application to progress please make sure you send a cheque for £64 made payable to NHS England to Susan King, NHS England North Yorkshire and Humber Area Team, Unit 3, Alpha Court, Monks Cross, York, YO32 9WN.

In General

- Use only black ink for the entire form, including signatures.
- Please complete the form using capital letters.
- **Do not use tippex, correction fluid or any other commercial erasure product.** If you make a mistake, cross it out with a single line and write the correct answer to the right. If you have corrected a tickbox, circle the correct answer.
- Watch the date formats, which change throughout the form. Birthdates are dd/mm/yyyy but for information about addresses etc date formats are mm/yyyy. The date formats are shown in light type on the form but many people ignore these.
- Do not write anywhere outside the boxes, write "N/A", cross out sections etc.
- **Please book an appointment with the Recruitment Admin Team at York Hospital with regards to providing your ID documents in order for your DBS to be processed. You can contact the recruitment team on 01904 725322 or 721631.**
THIS MUST BE DONE ASAP
- In regards to your criminal records check through DBS, please be aware that the Trust no longer receives notification from the DBS when a disclosure has been made. Therefore, you will need to contact the Recruitment Team on 01904 725328 to arrange to show them your certificate in order to be able to commence employment. Any offer of employment will not become unconditional until the Recruitment Team have seen this certificate.

Section A

- All middle names must also be included on the form. (If the Driver's Licence number has been included, the letters of the first and middle names are part of this number – the DBS will note if only one forename has been included but there are two initials in the Driver's Licence number.)
- If another name was used previously, not only the surname but also all forenames must be included, as well as the dates the names were used previously
- Any changes of name must be accompanied by evidence i.e. Deed poll or Marriage certificate. Name changes before the age of 10 years do not require evidence to be provided.
- If the applicant was adopted before the age of 10 years, the birth surname does not need to be given.
- There must be a country for the place of birth.
- If the applicant indicates they have a valid NI number, driver's licence or passport, **full** details for these must be included.

- Ensure question 30 regarding the Scottish vetting and barring number has been completed.

Section B and C:

- Address history is 5 years to the date the form is signed. There can be **NO** gaps in the 5 year history.
- The country (i.e. United Kingdom) must be included for each part of the address history.
- If under address history the applicant has indicated "Travelling Overseas", a list of the countries and month/year dates must be included.
- If the applicant lived overseas (other than the UK in the last 5 years), they should write the word "OVERSEAS" in the "address" field. Write the name of the country in which they were living in the "country" field. Provide the dates between which they lived there in the "dates from and to" fields. (Leave all other fields relating to this address blank.)
- If a continuation sheet is used, it must include details of applicant and most importantly the application form number. The continuation sheet must not be stapled to the application form.

Section E

- Question 55 should read "do you have any unspent convictions, cautions, reprimands or warning?" This is the question that applicants should answer (as advised by the Disclosure & Barring Service).

Section W (back page)

- ID checker **MUST** tick the box in Section W and it is good practice to tick the ID that has been verified and the address on the inside pages.

Section X (back page)

- This section should be completed by the ID checker.
- The level of check (adult workforce, child workforce or adult and child workforce) and the applicant's position must be included at X61. For example this section may read "Adult Workforce Staff Nurse"
- The organisation name is NHS England.
- If an enhanced check is required, the appropriate barred lists must then be checked (do not assume that checks against both barred lists will be required). Use the DBS flowchart on the Trust intranet for further guidance on selecting the appropriate level of check.

Section Y (back page)

- Neither the applicant nor the ID checker should sign the box in section Y, this is for the DBS counter signatory in the Recruitment Department.

Useful Links

- Continuation Sheets and further information on DBS can be accessed from the following website address:
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>