Guidelines for On Line DBS applications

Points to Note

Before completing your DBS application please ensure you have already registered as a STEM Ambassador with STEMNET on <u>www.stemnet.org.uk</u> If you are using a driving licence as proof of identity you MUST include any middle names in your on line DBS application.

Before starting the application form you must ensure that your have the following information;

- A full five year Address History
- Your Place of Birth

The Mandatory fields are marked with *.

To apply for a DBS Application 'On Line' you must enter the following address into the Web Browser;

https://disclosure.capitarvs.co.uk/stemnet/

This will take you to the mail log in page to start your 'on-line' DBS Application.

CRIMINAL RECORDS BUREAU (CRB) APPLICATION FORM	DISCLOSURE SCOTLAND	APPLICATION MANAGEMENT
	The applicant completes an online application form, all the required data is captured, validated and transferred parameterize liceland for exercise	The applicant's ID is verified and the application a checked and autoprised for elastic submission for diadosure processing.
	Start Application =	Manage Applications =

Select – 'Orange Box' marked Disclosure & Barring Service (DBS) APPLICATION FORM – Start Application

This will display the 'Start New Application' page.

In the 'Organisation Reference' field enter - Cambridgeshire 'Password' - is not required. Select 'Enter'.

STEMNET	
Please enter your reference number and password to start a new application.	
Start New Application	
Organisation Reference (*): Cambridgeahire Password:	
(Inter +	9
Stemnet is an approved Registered Body with the Criminal Records Bureau.	(Version 6.1.0) Powered by <u>E-Bulk</u>
@ 2009 The Capita Group Pic. All rights reserved	

The following screen will display the 'Statement of Fair Processing'.

This document must be read and agreed by ticking the relevant box at the end of the document in order to continue with your application.

Select 'Next' to continue. This will display the following page.

A key requirement of the Disclosure process through the Criminal Records Bureau (CRB) is for your identification to be verified by the organisation requesting this Disclosure on you.	
If you do not hold at least one of the identification discuments listed below you should seek clarification from the organisation requesting this Disclosure on you prior to starting your application as you may not be able to submit your application online.	
 Current valid Passpart Biometric Readence Parmit (UK) Current Driving Licence (UK, Isle of Nex/Channel Islands) (full or provisional) Birth Certificate (UK & Channel Islands) - issued within 12 months of your date of birth 	
Sometimes, we might be required to undertake an External ID Verification Validation check. If so this is undertaken independently and may require your consent.	
Please read the document CBB list of acceptable identification for details about the identification we require. You can get further guidance about the CBB Disclosure process at www.homeoffic.co.gov.wk/czt-id.	
I have read and understand this statement (tick to confirm) Γ	
(* Previous)	

This document must be read and agreed by ticking the relevant box at the end of the document in order to continue with your application.

Completing the Application Form

1 – About You

Enter your personal details (ensuring you include any middle names) in the relevant fields. Further information in respect of this may be found at the top right hand corner of your screen.

Title (1	a).		driving licence, birth certificate, etc.	^
Tibe (*	")i	select 💌	Failure to comply will result in delays.	
Forena	ame (*):		Language	
Middle	name 1:		diadosure certificate will be printed in English or Welsh.	
Middle	name 2:		Hinimum age for CR8 checks	
Middle	name 3:		time of application is not allowed to apply for a CRB check.	
Surnar	me (*):			
Date o	of birth (*):	OD: W HINK W HYNYS W		
Gende	rr (*):	- select W		
NI Nut	mberi			
Contac	t Details			
Langue	age (*):	select M		
To spe numbe	sed up the resolution of er or email address we	any queries with your application please provide a telephone can use to contact you		
Teleph	hone No:			
If you you to	have an email address confirm your application	please supply this to allow an automated email to be sent to in has been submitted		
Email /	Address:			
				v

On completion of this screen select 'Next'.

2 – Address History

lease enter your current ad	iress	Information
Current Address Address Line 1 (*): Address Line 2: Town (*): County Country (*): Date from (*):	- Passe select V	Address Data In your address have page or buender In your address have provide a page pervision address are represented and address. Buenders and suich betwee bein permanent reduction and being permanent reduction and address. Buenders and suich betwee being permanent reduction and being permanent reduction and address. Buend Schlauber and address. Buend Schlauber and being permanent address and address. Buend Schlauber and address. Buend Schlauber and the schlauber and address and address. Buend Schlauber and address. Buend Schlauber and Buend respected by the CRIs.
Previous	(Next +	Postcode Please ensure you fully enter your postcode, partial postcodes will cause your form to be rejected by the CRB. If you can't remember your postcode use the Royal Mail <u>UK Postcode Finder</u> .
		No Fixed Abode UK If you were of no fixed abode within the UK please enter the nearest host address to the location you were

Enter your current address and select 'Next'. This will display the following screen

1) About You 2) Add Vease provide your address history coverin ou should enter the addresses in chronological order stati easts in include Oct 2007 - present. The dates provided mu app. Lick on the 'Add Address' button below to add an Address.	ress History in a second secon	3) Addition rs ant, your add	aal Info : 4) F Iress history tain any	Employment : 5) Confirm Information Address Dates There cannot be any gaps or overlaps in your address hutory. Please ensure
Address	From	То		that the month and year from a previous address are repeated as the same date at the start of your peyt
23 GAINSBOROUGH CLOSE CAMBRIDGE CB4 ISY UNITED KINGDOM	Oct 2011	Present	Edit	address. Students who switch between their permanent residence and educational establishment must enter each address with dates consecutively e.g. parents address Dec 09-Jan 10,
		Add	Address	University address Jan 10-March 10, parents address March 10-April 10 etc. Do not run addresses/dates simultaneously as your form will be rejected by the CRB.
				Postcode Please ensure you fully enter your postcode, partial postcodes will cause your form to be rejected by the CRB. If you can't remember your postcode use the Royal Mail <u>UK Postcode</u>

Complete this screen and all following screens until you have completed your address history for the last 5 years.

Completion of your address history will display the following



Select 'Next' to continue. This will display the following screen

3 - Additional Information



Complete the additional information and then select 'Next'. This will display the following screen

4 – Employment

Employment Details	Position Applied For Please insert the correct job role as supplied to you by your current/new employer.
Employer Name (*): STEM TEAM EAST	No abbreviations are permissible e.g. Admin Asst should read Administrative Assistant.
Conviction History	If volunteer do not enter just volunteer, please enter in which capacity your job role is e.g. Coach.
An 'unspent' conviction is any conviction that is still held on your criminal record. Please refer to: Rehabilitation of the Offenders Act. The CRB can no longer remove convictions, auditions and reprimads held on the Police National Computer'	Employer Name This has been defaulted to the organisation you are applying through but can be amended if required.
*For exceptions to this legislation or for more information please refer to Rehabilitation of Offenders Act 1974 at:	Conviction History If you have any unspent convictions you must select Yes.
www.justice.gov.uk/guidance/docs/rehabilitation-offenders.pdf Do you have any unspent convictions? (*):select v	For more information see Rehabilitation of Offenders Act

The 'position applied for' will display as shown. This information **must** be left as shown.

Complete the 'Do you have any unspent convictions' and then select 'Next' to continue.

5 – Confirm

Application Confirmation and Consent

Review the details on your application to ensure all the information is correct and then tick the 'Applicant Consent' box. Select 'Complete'.

This will display a reference number which you must record and provide to the relevant person responsible for your ID Check and Induction. Select 'Exit'.