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 www.stemnet.org.uk
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 you 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.

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’.
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.

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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.

On completion of this screen select ‘Next’.

2 – Address History

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

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’.