

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;

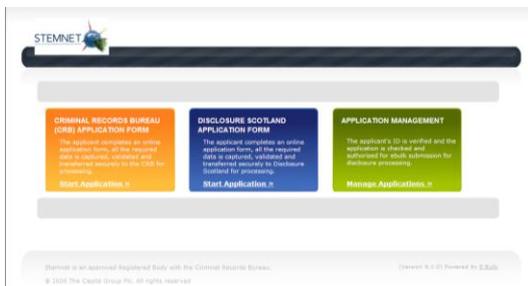
- A full five year Address History
- Your Place of Birth

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/>

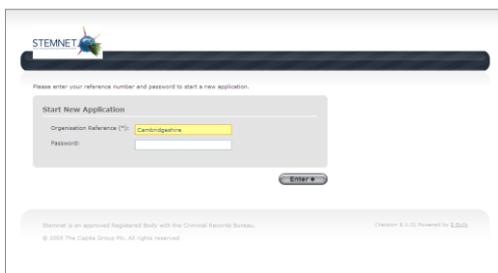
This will take you to the mail log in page to start your 'on-line' DBS Application.



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

This will display the 'Start New Application' page.

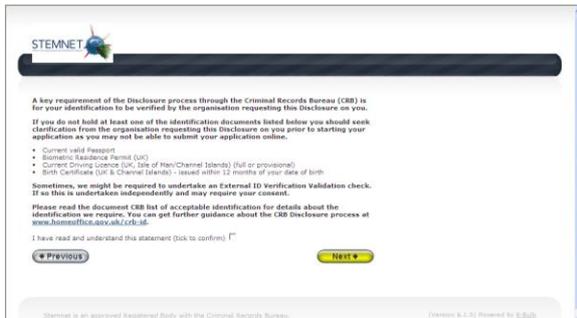
In the 'Organisation Reference' field enter - Cambridgeshire
'Password' - is not required.
Select 'Enter'.



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.



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.

On completion of this screen select 'Next'.

2 – Address History

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

STEMNET

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

Please provide your address history covering the last 5 years

You should enter the addresses in chronological order starting with the most recent, your address history needs to include Oct 2007 - present. The dates provided must also be continuous and not contain any gaps.

Click on the 'Add Address' button below to add an Address.

Address	From	To	
23 GAINSBOROUGH CLOSE CAMBRIDGE CB4 1SY UNITED KINGDOM	Oct 2011	Present	Edit

[Add Address](#)

Information

Address Dates
There cannot be any gaps or overlaps in your address history. Please ensure that the month and year from a previous address are repeated as the same date at the start of your next 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, 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 [UK Postcode Finder](#).

No Fixed Abode UK
If you were of no fixed abode within the UK please enter the nearest hostel

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

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

Please provide your address history covering the last 5 years

You should enter the addresses in chronological order starting with the most recent, your address history needs to include Oct 2007 - present. The dates provided must also be continuous and not contain any gaps.

Click on the 'Add Address' button below to add an Address.

Thank you, you have completed the 5 year address history. Click next to proceed.

Information

Address Dates
There cannot be any gaps or overlaps in your address history. Please ensure that the month and year from a previous address are repeated as the same date at the start of your next address. Students who switch between their permanent residence and

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

3 - Additional Information

Place of Birth

Town (*):

Country:

Country (*): -- Please select --

Nationality at birth (*): -- Please select --

Have you changed your nationality since birth? (*): -- Please select --

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			

[Add Name](#)

Change of name(s)
Please ensure that where names change they run in date order and with no gaps.

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

Aliases
Please supply details of any aliases names you may have used including dates from and to, e.g. William known as Bill etc within the Other Names section. Failure to do so could cause your application to be delayed or rejected by the CRB.

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

4 – Employment

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

Please complete the fields below

Employment Details

Position Applied For (*): SCHOOL SCIENCE AMBASSADOR

Employer Name (*): STEM TEAM EAST

Conviction History

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, cautions and reprimands held on the Police National Computer.
*For exceptions to this legislation or for more information please refer to **Rehabilitation of Offenders Act 1974** at:
www.justice.gov.uk/guidance/docs/rehabilitation-offenders.pdf

Do you have any unspent convictions? (*): -- select --

◀ Previous Next ▶

Information

Position Applied For
Please insert the correct job role as supplied to you by your current/new employer.
No abbreviations are permissible e.g. Admin Asst should read Administrative Assistant.
If volunteer do not enter just volunteer, please enter in which capacity your job role is e.g. Coach.

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](#)

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'.