

Enhanced DBS Application Form

The Disclosure and Barring Service check allows employers to ensure potential employees' credibility by checking their criminal history for cautions, warnings, reprimands, and convictions.

An Enhanced disclosure check shows full details of a person's criminal record such as cautions, reprimands, warnings, spent and unspent convictions. The check also searches the DBS Children's Barred List or the DBS Adult First checks where appropriate to ensure the applicant is not banned from working with either group.

An individual cannot apply for an enhanced DBS check on themselves. Instead, an employer must request the check, but only if the role is eligible. For example, an enhanced check cannot be taken on a retail or office worker if their environment does not include children or vulnerable adults. An employer must also seek consent before applying for an enhanced disclosure check on an individual.

Please email the completed form to recruitment@ibhse.co.uk

Applicant Details:				
Title: (Mr, Miss, Mrs, Ms, any other please specify)				
Surname:		First Name:		
Middle Name:		Date of birth:		
Has your name changed since birth? (Yes/No)				
Birth Surname:		Birth Name:		
Date used from:		Date used to:		
If you have had any other names, please specify:				
Date used from:	Date used to:	Surname:	First Name:	Middle Name:
Has your Nationality changed since birth? (Yes/No)				
If yes, when was your nationality changed? (Date)				
Birth Nationality:		New Nationality:		
Town of birth:		County of birth:		
Country of birth:				
Gender:				
Marital Status: (Single, Civil Partnership, Married, Divorced, Widowed)				
Telephone:		Email:		



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Current Address:

Address:			
Postcode:		Town/City:	
County:		Country:	

Previous Address (For the past 5 years):

Date from:	Date to:	Address:	Postcode:	Town/City:	Country:

Do you have an ISA registration number?

Do you have an ISA registration number? (If yes, input the number/No)	
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Do you have a Scottish Vetting and Barring number? (If yes, input the number/No)	
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More information: <https://www.gov.uk/government/collections/dbs-checking-service-guidance--2>

Declaration:

I hereby consent to UK Employee Checks carrying out a criminal record check for the sole purpose of employment. Such information shall be processed by UK Employee Checks in accordance with the General Data Protection Regulation and shall not be used for any other purposes other than as set out herein.

I declare that all information that I have given in this form is true to the best of my knowledge and belief.

Signature:		Date:	
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Please attach a copy of at least 1 document from the following list:

- Current Valid Passport
- Current Biometric Residence Permit (UK Issued)
- Current Driving License Photocard – Full or Provisional (UK)
- Birth Certificate – Issued at birth
- Adoption Certificate (UK Issued)
- Non-UK Current Driving License Photocard – Full or Provisional
- Current Driving License – Full or Provisional – Paper Version if issued before 1998
- Birth Certificate – Issued after time of birth
- Marriage/Civil Partnership Certificate
- HM Forces ID Card (UK Issued)
- Firearms Licence
- Immigration Document/Visa/Work Permit
- Mortgage Statement (UK Issued)
- EEA National ID Card

Please attach a copy of at least 1 document from the following list:

- Bank or Building Society Statement (UK)
- Bank or Building Society Account Opening Confirmation Letter (UK Issued)
- Credit Card Statement (UK Issued)
- Financial Statement, e.g.: Pension or Endowment (UK Issued)
- P45 or P60 Statement (UK Issued)
- Council Tax Statement (UK Issued)
- Letter of Sponsorship from Future Employment Provider
- Utility Bill
- Benefit Statement, e.g.: Child Benefit, Pension
- Central or Local Government, Government Agency, or Local Council document giving entitlement
- Cards Carrying the PASS accreditation logo
- Letter from Head Teacher or College Principle
- Non-UK Bank or Building Society Statement
- Irish Passport Card