

FORM 12

Version 3 (Nov 2015)



DBS ID VERIFICATION *(previously known as CRB checks)* INFORMATION FOR APPLICANTS

Will you need a DBS Check?

We will look at your role and let you know if you require a DBS check. Most roles involving work with children always require a DBS check. Some roles involving work with Vulnerable Adults may not. Legally, we must not apply for a DBS check unless it is required by the nature of the role we are inviting you to take on.

**If a DBS check is required then the following explains what you need to do.
If not, then you can ignore this form.**

An Outline of E-bulk Online Checks with CCPAS

E-bulk is the CCPAS online DBS (previously named CRB) application system used by Calvary Christian Fellowship. The many benefits of this fully secure system include:

- Much faster recruitment decisions – E-bulk reduces total processing time by at least two weeks
- Manual administration greatly reduced - saves time and aggravation
- Error rates much diminished due to self-validating mandatory fields – no more forms returned in the post for re-submission
- Electronic Disclosure Certificates provided for all clear applications
- Absolutely no postage costs whatsoever

To use E-bulk, you, the applicant, will complete an online disclosure application form via the CCPAS fully secure system, and forward it to the Calvary Christian Fellowship Recruiter electronically. The Recruiter in turn will send it to CCPAS, once he or she has verified certain sections of the form and your identity documents. CCPAS then send it straight to the DBS.

Often the entire process, from the applicant completing their form to its arrival at the DBS, takes less than one working day.

The DBS then processes the form and sends back either a secure electronic notification (if the certificate is clear) or a paper copy, if there is information disclosed. Under E-bulk applicants will still always receive their own paper copies of the DBS Certificate.

What happens next?

1. The CCF recruiter (also known as the ID checker) needs to have your consent to undergo an ID verification check. The check will appear on your credit file as an ID check but will not affect your ability to obtain credit in any way.

2. You must complete the Self-Declaration Form 5 in your Recruitment Pack and give it to the Recruiter in a sealed envelope.

3. The CCF recruiter will invite you to complete an online form in a secure area of the CCPAS website. At this point, please follow the following instructions:

Go online to: <https://disclosure.capitarvs.co.uk/ccpas/> This is where you start your DBS (Ex CRB) clearance. You will need to type in the organisation reference: 868, and the organisation's password for applicants to access online application forms: CALVARY868.

Click on the **Start Application** box. That should open up an online form for you to complete.

4. Once this is completed, the CCF Recruiter will need to meet with you to do the ID Check and complete the rest of the online form. A list of required ID is given at the end of this form.

Please bring as much as possible to make sure we get it completed successfully! Preferably:

- a) Current Passport (if you have one)
- b) Current Driving Licence (both paper and card)
- c) Birth Certificate (preferably from time of birth but a later copy will also count)
- d) Marriage certificate (especially relevant for women re surname change)
- e) A couple of other official documents with your name and current address showing. e.g. Mortgage statement, credit card statement, P45/P60 statement (must be within last year), Council Tax statement.

5. Once the process is completed, the CCF Recruiter will receive the result as a "pass" or "fail" along with the ID Check reference number. You will receive a certificate which you will need to show to the CCF Recruiter.

What Identity Documents are acceptable?

You must show three documents, one from Group 1, plus any two others from Groups 1, 2a, or 2b, with one verifying your address.

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport.
- Biometric Residence Permit (UK).
- Current Photo Driving Licence (UK) (Full or provisional) Isle of Man / Channel Islands; (a photocard is only valid if the individual presents it with the associated counterpart licence; except Jersey).
- Birth Certificate (UK and Channel Islands) - issued at the time of birth; Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable).

Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version).
- Current Non-UK Photo Driving Licence (this can be used up to 12 months from the date the applicant entered the UK).
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Adoption Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK and Channel Islands).

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted).
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted).
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted).
- Financial Statement ** - e.g. pension, endowment, ISA (UK).
- P45/P60 Statement **(UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). **
- Work Permit/Visa (UK) (UK Residence Permit) - valid up to the expiry date.
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK)* – Not Mobile Telephone.
- Benefit Statement* - e.g. Child Allowance, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security.
- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16/19 year olds in full time education UK only – to be used in exceptional circumstances when all other documents have been exhausted).

Please note: If a document in the List of valid identity documents (above) is:

Denoted with * - it should be less than three months old.

Denoted with ** - it should be issued within the past 12 months.

Not denoted – it can be more than 12 months old.