



DIOCESE OF
BATH & WELLS

Applicant's Guide For DBS Completion



Guide to completing the application form

This guide is aimed at the applicant and provides step-by-step information on how to complete your part of the application form.

As an applicant, you must complete sections **A** to **E** in the centre pages of the form. Once completed, return the form to the safeguarding person for your parish, along with your identification documents so that the safeguarding person can check your details.

GENERAL RULES

Please read and complete the form carefully.

What follows are some general rules that apply throughout the application form. Failure to follow them may result in the application form being returned for correct completion.

- Write clearly in CAPITAL LETTERS using **black ink** and place only one letter or number in each box.
- If any fields are not relevant to the application, please leave them blank. Do not strike through any of the sections or state that a field is “not applicable” or “N/A”.
- Do not write anything outside the boxes on any part of the form, this includes the front page.
- Don't place any stickers or stamps on the form, for example address labels.
- Do not use correction fluid.
- If you make a mistake when writing in your details, put a line through the mistake and write the correct information alongside it in the next available text box to the right. If this doesn't leave you with enough space, then you must include an official continuation sheet.
- Official continuation sheets must be used when needed. Sheets of paper are no longer acceptable. The easiest way to locate the DBS continuation sheet is to Google ‘DBS continuation sheet’ and follow the links.
- Do not attach anything to the form by any means. Continuation sheets should be placed inside the relevant form

SECTION A – APPLICANT’S DETAILS

Section A requires you to record your full name, gender, date and place of birth and other information relating to your personal documentation. You will be asked by the safeguarding person to provide original documentation to confirm many of the details you provide in this section

(a1) Title

Place an X in the box against your title. If your title is not listed do not cross any of the boxes but instead write your title in the space provided.

(a2 – 3) Full Name

Write your current name in full, including your surname and all your forenames, even if you don’t use them regularly. Remember to write in capital letters and leave a blank box as a space between each name. If there are not enough boxes for you to provide all of your forenames then please record any additional names on an official continuation sheet which can be downloaded from the DBS website or obtained from your safeguarding person.

(a4 – 13) Other Names

Next, information is required if you have ever been known by any other names. If you have used other names, you must cross the “Yes” box against (a4) and then provide all the combinations of both your forename(s) **and** surnames that you have used.

Make sure that with each surname you provide you also include the forename(s) that you used with that surname, and the dates between which you used each of these name combinations.

There is space to include three of these name combinations on the form. If you have used more than this, then you must provide the details on an official continuation sheet.

(a14) Date of Birth

The date of birth boxes begin with the day first, followed by the month and then the year in full.

(a16 – 17) Place of Birth – Town & Country

Provide both the town and the country in which you were born, these details must match those found on your birth certificate. These fields are marked in yellow, which means they mandatory.

(a18 – 27)

The remaining fields in section **A** relate to your personal documentation, including your National Insurance number, driving licence, passport. You must indicate if you have any of these by placing a cross in the respective boxes.

If you place a cross against one of the “Yes” boxes, for example to indicate that you hold a valid passport, you must then also provide the details requested about that particular document. In this case, your passport number, nationality and the country of issue.

If you do not have the document or number being requested, just put a X in the respective “No” box and move on to the next question.

The UK driving licence starts with the first five letters of your surname.

The UK photo-card driving licences are only valid with the paper counterpart, so both parts must be produced for identification.

Remember, if you make a mistake when choosing one of the X boxes, place a cross in the correct box and circle it. Don't use correction fluid.

(a28 – 29) DO NOT COMPLETE

(a30 – 31)

To be completed.

SECTION B – CURRENT ADDRESS

Sections **B** and **C** of the application form ask you for details of your five-year address history.

Provide the address where you are currently living in section **B**. This will be where DBS will write to you and send the results of your DBS check.

If the first part of your address is fairly lengthy, you may split it across the two lines of boxes in section (b32). Remember to leave an empty box between each word.

Please ensure you provide a complete address. The only field that is not mandatory is the county (b34).

Provide your UK postcode in (b35).

The country field (b36) is mandatory. If you are a resident of the United Kingdom you must write the words United Kingdom in (b36).

(b37) At address since

Please enter the month and year that you moved into this address.

SECTION C – OTHER ADDRESSES

If you have not lived at the address entered in section **B** for at least five years, you must provide all the other addresses you have lived at going back a full five years from the date you are filling in the form.

There should be no gaps in your address history as this would prevent your application form being processed. This means that the month and year that you left one address will ideally match the month and year that you moved into the next address.

If you have lived overseas during this period, please include these addresses.

There is space on the form to record up to two additional addresses. Please start with your most recent address and work backwards from there. If there are not enough boxes for you to provide all your past addresses then please use an official continuation sheet which can be downloaded from the DBS website or obtained from your safeguarding person.

SECTION D – DO NOT COMPLETE

SECTION E - DECLARATION

Once you have filled in all parts of sections **A**, **B**, and **C** that are required for your application, you must fill in section **E** before taking your form to the safeguarding person.

Please pass the form together with your identification to the safeguarding person.

CONTACT

Once the application form has been fully completed and the identity checked, the application form together with any continuation sheets should be returned to:

Mrs Helen Humphreys
Assistant Safeguarding Adviser
The Old Deanery
Wells
Somerset
BA5 2UG

If you have any queries or would like further information please contact Helen Humphreys: T: 01749 685103 or visit the diocesan website.

www.bathandwells.org.uk

Please note this booklet is also available in large print...if you would like a large print copy please contact the safeguarding office.