



DBS Application Form Checklist

SECTION A

ARE YOU USING A BLACK PEN? ☐

- A1 - A3 Are these completed in full? ☐
- A4 Is the tick box completed? If **YES**, the fields **A5–A7 must be** completed. ☐
- A5 – A6 Are these completed in full? Forenames must be re-entered. ☐
- A7 Is the correct format used? MM/YYYY (no gaps) ☐
- A8 – A13 Repeat if necessary. Is a continuation sheet required? ☐
- A14 Is the correct format used? DD/MM/YYYY ☐
- A15 Is the tick box completed? ☐
- A16 – A17 Are these fields completed? ☐
- A20 Is the tick box completed? ☐
- A21 If **YES** is ticked, this **must be** completed. ☐
- A22 Is the tick box completed? ☐
- A23 If **Yes** is ticked, this **must be** completed or an explanation provided on a continuation sheet. ☐
- Is there another name indicated and not recorded at A3?
- A24 Is the tick box completed? If **YES** is ticked, **A25–A27 must be** completed or an explanation provided on a continuation sheet. ☐
- A28–A29 Do not use. ☐
- A30 Is this completed? – if appropriate. ☐

SECTION B

- B32 – B37 Has the full address and postcode been provided. ☐
- Is the correct format used? MM/YYYY
- Does the address cover a five year period? If no or if additional addresses are provided has section C been completed?

SECTION C

- C38 – C43 Repeat if necessary – Are there any gaps? ☐
- C44 – C49 Repeat if necessary – Are there any gaps? ☐
- Is a continuation sheet required? Is it completed correctly?

SECTION D

DO NOT COMPLETE

SECTION E

- E55 Has the applicant completed the tick box? ☐
- E56 Is the signature inside the box? ☐
- E57 Is the form dated with the correct format used? DD/MM/YYYY ☐

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SECTION W

ARE YOU USING A BLACK PEN? ☐

W58 Has the name of the Evidence Checker been entered? ☐

W59 Is the tick box completed? ☐

SECTION X

ARE YOU USING A BLACK PEN? ☐

X60 Do not use. ☐

X61 Have you been specific with the position applied for? ☐
Use only the top line – 30 characters

X62 Has the organisation name been entered? ☐

X63 Is the tick box completed? Standard or Enhanced? ☐
If **Standard** go to **X67**. **ONLY** if **Enhanced** complete the next three fields.

X64 Is the applicant working with children? ☐
Are you entitled to know if the individual is barred from working with children?
Is the tick box completed?

X65 Is the applicant working with adults? ☐
Are you entitled to know if the individual is barred from working with adults?
Is the tick box completed?

X66 Is the applicant working **in their own home** with children or adults ☐
(is the position home based)?
Is the tick box completed?

X67 Is a tick box completed? ☐

X68 Is the application for a volunteer (free of charge)? ☐
Does it meet the DBS definition and criteria?
Is the tick box completed?

SECTION Y

Y69 Does this form belong to your organisation? ☐

Y70 Have you entered your Countersignatory number? ☐

Y72 Have you read the declaration? ☐

Have you checked the form is complete and accurate?

Is this application eligible for a DBS check?

Have you signed inside the box?

Y73 Have you dated the form? Is the correct format used? DD/MM/YYYY ☐