

DBS User Guide for Applicants

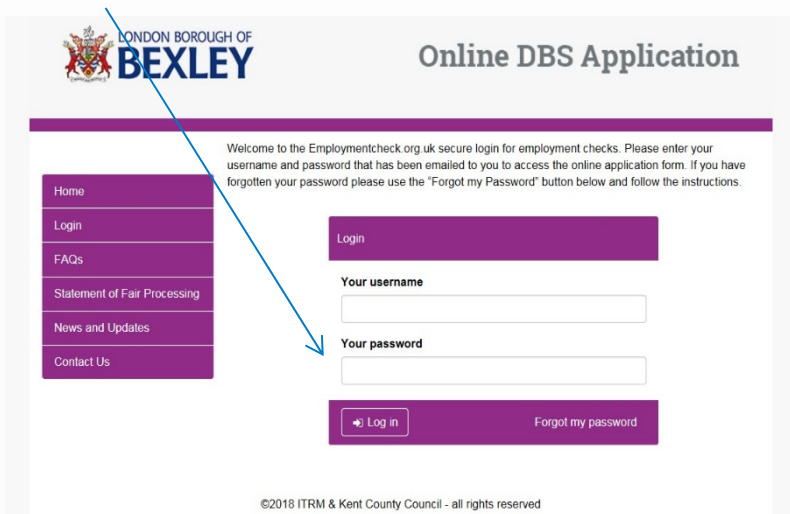
HR Service Effective from November 2018

1. Introduction

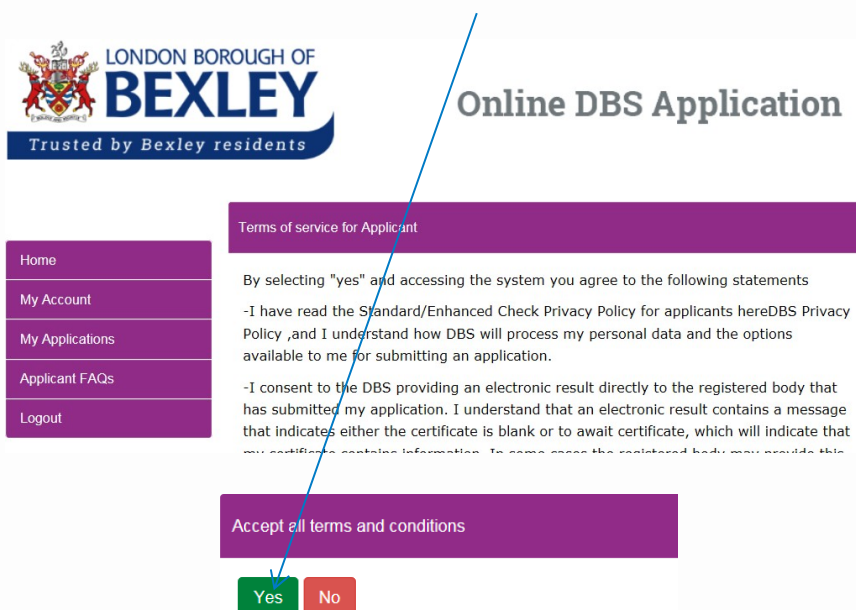
Bexley uses an on-line system to record and submit DBS checks for any workers where this is a requirement of their engagement. This covers employees, volunteers and care workers. If a check is required you will be advised and e- mailed login details for the system. Please ensure that you have the information required to hand as detailed in the e- mail) before you start your application.

2. Logging on to the system

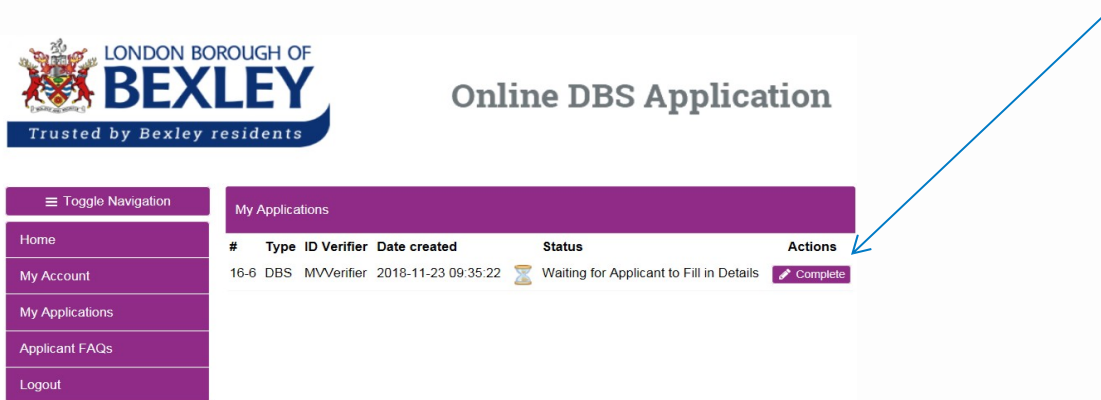
1. Access the site <https://bexley.employmentcheck.org.uk/login> and enter your logon details.



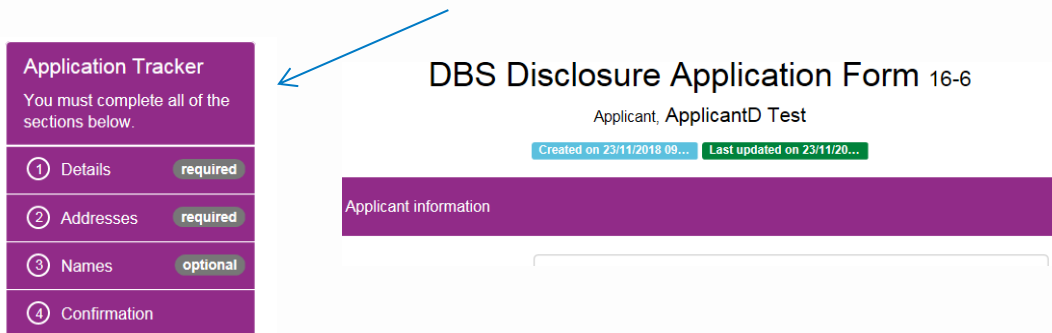
2. You will be presented with the terms and conditions page which you must accept by clicking on the 'Yes' button at the bottom of the page.



3. You will be taken to your application page. Click on the Complete action to open the form and complete.

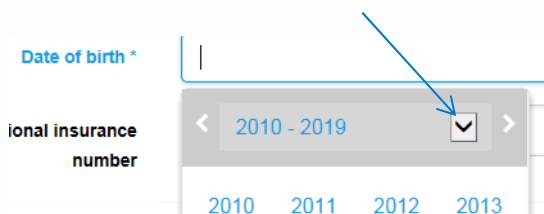


4. When the application form opens, you will see, at the bottom left, the 4 sections that you need to complete. Mandatory fields are prefixed with a *



3. Section 1 Details

1. Enter your personal data in the 'Applicant information' section. All date entries will open a calendar and you will need to click the Button to select the correct day/month/year.



2. Enter your address, please note that the house name is not required if you input a house number. The postcode field will become mandatory when you click Country and letters must be in upper case

3. The 'Details of position for which application is being requested' section is for information only. If you feel it is incorrect please contact the person advised in your log-in e-mail.

4. The 'Additional personal details' section is only mandatory if you are female and have a title other than Miss.

5. The 'Place of birth' section is mandatory.

6. When complete click 'continue' to move to section 2. If any fields in section 1 are invalid or have been missed you will receive an error message and will be unable to move to section 2 until they are resolved.

4. Section 2 Details

1. The 'Addresses' section will only appear if you have not lived at your current address for 5 years . You will need to provide your 5-year address history from the date the application form is submitted.

2. Click on add address to enter further details. There must be no gaps in the addresses provided for this period. **If you do not provide a full 5-year address history you will not be able to submit the form.**

5. Section 3 Details

1. You only need to complete the 'Other names used' section if you have been known by other names, if not click continue to move to the final page.

6. Section 4 Confirmation

1. You will be presented with a summary of the data you have entered. Please check that this is correct. You can go back and change items if you have made a mistake.

2. You will be asked to confirm whether you have any criminal convictions- select yes or no.

3. Please read and tick the 3 consent/declaration statements and then click the 'Submit application' button.

4. Your application will now be verified, and your allocated verifier will contact you to make arrangements to view your original documents in person if these have not already been provided.