DBS Application Guidance

As an ambassador you will be required to complete a Disclosure & Barring Service (DBS) application. This allows the University to evaluate your suitability to undertake work with children and vulnerable adults.

In order to speed up the process it is important that you take your time when completing the DBS application form, paying particular attention to the details and documents required. Completing the form correctly the first time minimises delays which can prevent work offers.

Here are a few guidelines on how to complete the form correctly:

**General guidance**

- Always use **BLACK INK** and **BLOCK CAPITALS** (even when writing your e-mail address).
- If you make a mistake, put a line through the entire word and write it again. If this is not possible you will need to complete another form. **Never write outside of the boxes provided.**
- Never use correction fluid.
- If you need a continuation sheet, these can be downloaded from the internet and must be printed double sided. [http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cont-sheet](http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cont-sheet)
- Make sure you include the reference number on both sides of the sheet, and that you **do not** sign the box at the end of the individual sheets – this is for the University to complete.
- Dates to, and dates from fields (previous names/address history) are completed in the following format: MMYYYY, **NOT** DDMMYY.
- Middle names **must** be included on the forename(s) section.
- If you mark yes in question 20, 22 and/or 24, you **must** write the relevant document number.
- Most applicants will **not** have a Scottish vetting & barring number

**Address history**

- Your current address should be the one detailed on the evidence provided.
- The address history must cover the past **5 years with no gaps**.
- Your disclosure will be sent to the address listed as your current address (section B).

**Previous convictions**

- At the end of the form, please ensure you answer question 55. If you answer ‘yes’ to this question, you may wish to speak to the Partnership Development Office about your declaration before the form returns. A previous conviction does not automatically mean a refusal of employment. In these cases you will be asked to speak to a designated member of staff who will explain the procedure in order to continue employment as an Ambassador.

**On receipt of your DBS certificate please bring this to Human Resources located upstairs in the Registry building during normal working hours.**

Partnership Development Office
Last Updated: 23 September 2014