



DBS APPLICANT GUIDE

How to use the DBS Online Portal (e-bulk) – Applicant Guide:

You need to complete a DBS application as you are applying to work with either children or vulnerable adults on either a voluntary or paid basis.

A DBS check can provide access to a range of different sources of information such as that held:

- On the Police National Computer (PNC), including Convictions, Cautions, Reprimands and Warnings in England and Wales, and most of the relevant convictions in Scotland and Northern Ireland may also be included (The DBS reserves the right to add new data sources);
- On lists maintained by the Disclosure Vetting and Barring Scheme (DBS);
- By the local Police Force considered relevant to the job role by Chief Police Officer(s).

Your online DBS check needs to be accessed by using the internet from a PC/Laptop using Internet Explorer, Google Chrome or Firefox. **Tablets and mobile phones are not compatible.**

For the purpose of this electronic application, access to information supplied by and relating to you is given to our agent in order to process the application and by using the online system, we consider this your consent (all information is stored with the utmost of security in accordance to the DBS Code of Practice and GDPR).

How to log into your application:

Please click on the link that has been emailed to you

Miss Employee One

School Name - Your DBS application

Your employer has requested that you need to complete a DBS check (Disclosure and Barring Service, previously known as CRB). Part of this process requires you to complete the following online application form:-

[Your DBS Application Form.](#)

Please note you **must not** use tablets or mobile phones to complete your application. If you cannot access your application you will need to contact your employer to check that your date of birth has been recorded correctly.

A guide has been attached which we would encourage you to view before filling out the application.

As stated on the form if any of your details are incorrect please contact School Name so that these can be amended by email at the following address:-

SchoolEmployee@SchoolName.com

School Name use the umbrella body provided by Strictly Education to process their DBS check through the eBulk system. If you have any technical problems with accessing the link provided, please reply to this email with your contact details and Strictly Education will endeavour to help you.

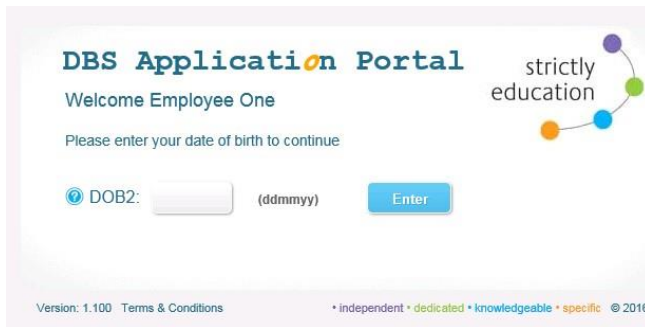
Kind regards,

Strictly Education

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Strictly Education Ltd. If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone. Please contact the sender if you believe you have received this email in error.

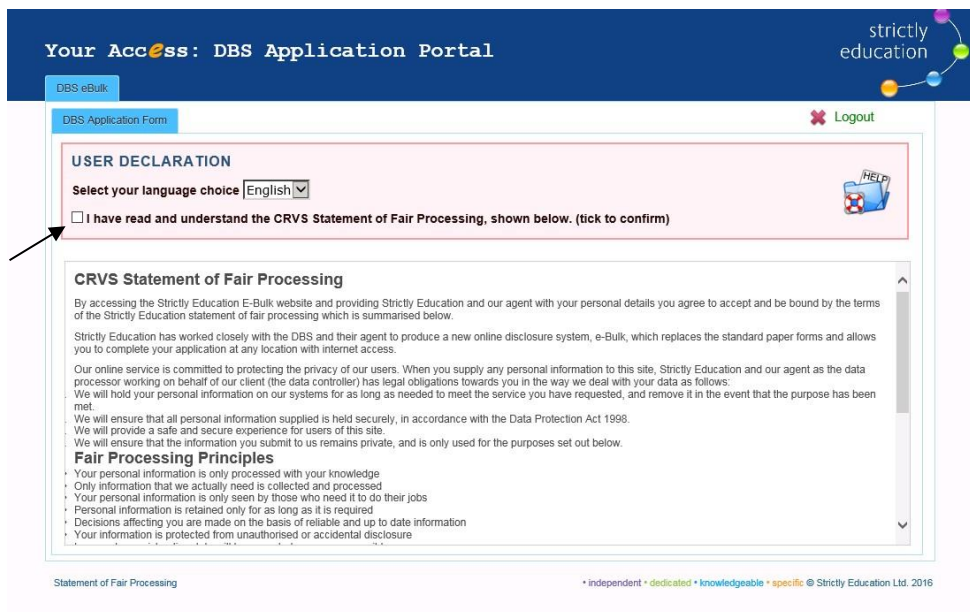
Enter your date of birth in ddmmyy format.

If you are unable to access the application, the most likely reason is that your employer has entered your date of birth incorrectly into their portal and you will need to contact them directly to amend this.



Statement of Fair Processing

Please read the CRVS Statement of Fair Processing statement and tick the box to confirm this has been read and agreed to. If you have any queries, please contact your employer.



Please Note:

- The application form is a simple **4** stage process.
- Mandatory fields are denoted by a (*)
- Mistakes or omissions on the application form will cause delays or may result in another form needing to be completed which will incur a further charge.
- Sections will change from red to green when the required information has been completed.

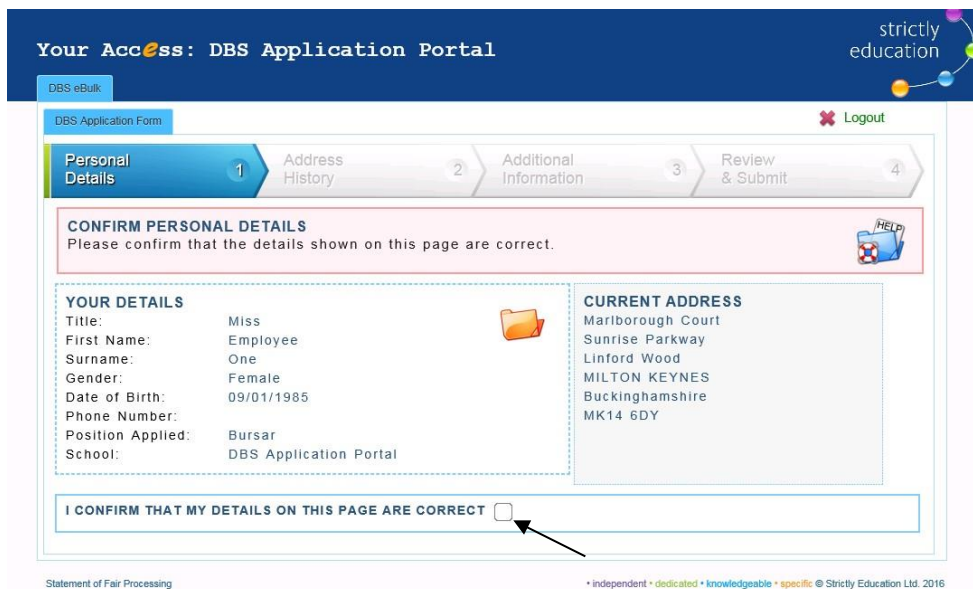
Section 1 – Personal Details

Please review your personal details and click the box to confirm that they are correct. If any details here are incorrect you will need to contact your employer and ask them to amend before you proceed to the next section.

If the box you need to click to confirm your details is not showing (see arrow below), this means you are most likely in 'compatibility mode' and will need to try another internet provider, such as Google Chrome or Firefox.

Please Note:

- Your middle name **should not** appear here. If it does you will need to contact your employer to remove this as you will enter this detail in Section 3 of the application (Additional Information).
- Your 'Position Applied' title is a closest match to a standard list that is provided to us by the DBS, it may not be your exact title. Please contact your employer if you feel it does not adequately reflect your role.




Your Access: DBS Application Portal

strictly education

DBS eBulk

DBS Application Form Logout

Personal Details **1** Address History **2** Additional Information **3** Review & Submit **4**

CONFIRM PERSONAL DETAILS
Please confirm that the details shown on this page are correct. 

YOUR DETAILS		CURRENT ADDRESS	
Title:	Miss	Marlborough Court	
First Name:	Employee	Sunrise Parkway	
Surname:	One	Linford Wood	
Gender:	Female	MILTON KEYNES	
Date of Birth:	09/01/1985	Buckinghamshire	
Phone Number:		MK14 6DY	
Position Applied:	Bursar		
School:	DBS Application Portal		

I CONFIRM THAT MY DETAILS ON THIS PAGE ARE CORRECT

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Section 2 – Address History

Your address history must cover a period of five years, to the current month.
Please start by entering your last address first, for example:

Aug 2015 – Apr 2016	19 North Close, Town, County, Postcode
Jun 2014 – Aug 2015	Flat B, 9 Main Road, Town, County, Postcode
Apr 2011 – Jun 2014	56 High Street, Town, County, Postcode

To find an address please enter the house number and street name along with the full postcode and click 'find address'.

Your Access: DBS Application Portal

DBS eBulk

DBS Application Form

Personal Details → **Address History** → Additional Information → Review & Submit

CURRENT ADDRESS FROM DATE
Select the month and year you started living at your current address

DATE SELECTION
Apr | 2016 | Submit

CURRENT ADDRESS
Marlborough Court
Sunrise Parkway
Linford Wood
MILTON KEYNES
Buckinghamshire
MK14 6DY

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You will need to enter the month and year of when you moved into your current address which will show on the right-hand side.

Once entered, you will need to click on the correct option for UK address, or non-UK address, shown by the arrows below:

Your Access: DBS Application Portal

DBS eBulk

DBS Application Form

Personal Details → **Address History** → Additional Information → Review & Submit

ADD ADDRESS DETAILS
A DBS check requires you to provide the last five years of address history without any gaps.

Key	Date From	Date Till	Address	Action
04-2014	04-2014	04-2016	Marlborough Court Sunrise Parkway Linford Wood MILTON KEYNES Buckinghamshire MK14	

Address Timeline

2011 2012 2013 2014 2015 2016

April

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Please Note:

- You must enter all lines of your address, including house names or flat numbers.
- Your Certificate will be sent to your current address by the DBS, this address **must** be shown correctly.
- If you were of no fixed abode in the UK, please enter the nearest hostel address to the location you were based.
- If you were travelling overseas and cannot supply the address for a foreign county, then please enter 'no fixed abode' in Address Line 1. Please then enter the Town/City and County of where you were residing within this period. You are not able to leave gaps or include overlaps, the address must be continuous.
- If you cannot find the correct address, contact your employer who will be able to advise further.

Section 3 – Additional Information

National Insurance: Please enter your National Insurance number and click the tick icon. A tick will appear against the category on the left-hand side when completed (arrows in diagram).

Birth Location: Please enter your town of birth, county/area of birth and country of birth.

Birth Name: This will only show if your title has been entered as 'Ms' or 'Mrs' by your employer when setting up your application. You will need to enter your birth surname in this circumstance. Once entered, you will then need to select the date by using the calendar and select the year and month first, by using the drop-down options and finally selecting the day.

Birth Nationality: Please enter your birth nationality. Please indicate whether your nationality has changed.

Middle Name(s): Please enter your middle name(s). Ensure that names included on your identification are included. Any missing information will delay your application.

Other Name(s): Please provide details of any other surnames or forenames used at any time in your lifetime and the dates when these names were used. There must be no gaps or overlaps. Aliases should also be included e.g. William known as Bill.

Convictions: Please select 'yes' or 'no' from the drop-down list to confirm whether you have any convictions, cautions, reprimands or warnings. If you would like more information regarding the Rehabilitation of Offenders Act 1974 then please access the following link:
<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

You may wish to discuss any convictions, cautions, reprimands or warnings with your employer prior to completion of this section.

Section 4 – Review and Submit

This is the last stage of the application where you will need to verify that the information you have provided is true and correct. You will need to read and tick the consent statement and click the submit button (arrows in diagram). You will be emailed a copy of your application.

If the consent box does not show, then you must use another internet browser such as Google Chrome or Firefox. This box will also not show if you are using a tablet or mobile phone.

Your application form will be processed by the DBS on receipt of your verified identification by your employer.

The screenshot displays the 'Your Access: DBS Application Portal' interface. At the top, there's a navigation bar with 'DBS eBuk' and 'Logout'. Below it, a progress bar indicates the current stage is 'Review & Submit'. The main content area is titled 'REVIEW & SUBMIT' and asks the user to answer questions. It features two main sections: 'APPLICANT CONSENT STATEMENT' and 'REVIEW SELECTION'. The consent statement includes a checkbox for 'Completed on behalf of the applicant' and a larger checkbox for 'Please tick this box to indicate your consent', which is checked. The 'REVIEW SELECTION' section has a 'Download PDF' button and a 'Submit Complete Application' button. Arrows from the text below point to the consent checkbox and the submit button.

Tracking Your Application

As soon as your application has been received by the DBS and is assigned a reference number (beginning with E0....) you will receive a second email detailing this information. For your convenience, this is the link you will need to access to track your application, should you wish to:

<https://secure.crbonline.gov.uk/enquiry/enquirySearchAction.do>

ID Documents

Please take your ID documents into the school in order for them to complete the verification process. Original documents will only be accepted.

A current list of accepted ID documents can be found here, including how many pieces of ID you will need to produce:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

Update Service

If you have subscribed to the DBS Update Service, then you may not need to complete a new DBS application.

Please access the links below for more information:

Applicant's Guide:

<https://www.gov.uk/government/publications/dbs-update-service-applicant-guide/dbs-update-service-applicant-guide>

Employer's Guide:

<https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide>

If you have any further queries, please contact your employer in the first instance, or the DBS Team at Strictly Education on 0330 123 2542.