

Complete an online DBS application



The screenshot shows the Devon County Council website interface. At the top left is the Devon County Council logo. The main header area is green and contains the text 'Devon County Council' and 'Employment check - Safer Recruitment'. To the right of the header is a colorful graphic of stylized people. Below the header is a navigation menu with green buttons for 'Home', 'Login', 'About us', 'Statement of Fair Processing', 'News and Updates', and 'Contact Us'. The main content area features a large photograph of a woman and two children looking at a laptop. Below this are three smaller sections: 'About us' with a photo of a woman and an elderly woman, 'News and Updates' with a photo of a tablet displaying a news center, and 'Contact Us' with a photo of a diverse group of business professionals.

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How to complete an online DBS application



You will receive an email from the organisation who have asked you to complete an online DBS application. Use the link provided in that email, together with the 'Username' & 'Password' provided to login at;
<https://devoncc.employmentcheck.org.uk>

Mandatory fields in the application form are denoted with an asterisk (*) and must be completed. Holding your mouse over the tool tip () icon will provide additional detail as to the information required in that field.

If you require further assistance please contact the person in the organisation who asked you to complete the online DBS application.

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Email notification of account creation



You will receive an automated email which will provide you with instructions on how to login to access your online DBS application form which is waiting for you to complete. The email will provide you with a link to the website, together with your username and password to access your application.

You will need to use the link and log-on details below in order to access the system:

<https://DevonCC.employmentcheck.org.uk>

Username: First Last
Password: secretpassword

Use this link to visit the DBS online application website

You will need your 'Username' & 'Password' to login

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View the Statement of Fair Processing



The screenshot shows the Devon County Council website interface. At the top, the Devon County Council logo is on the left, and the text 'Devon County Council' and 'Employment check - Safer Recruitment' is on the right. Below this is a navigation menu with the following items: Home, Login, About us, Statement of Fair Processing (highlighted with a red arrow), News and Updates, and Contact Us. To the right of the menu is a large photograph of a woman and two young children looking at a laptop. Below the main content area are three smaller sections: 'About us' with a photo of a woman in a red uniform talking to an elderly woman in a yellow top; 'News and Updates' with a photo of a tablet displaying a news center; and 'Contact Us' with a photo of a diverse group of smiling people in business attire.

Click here

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Read the Statement of Fair Processing

A screenshot of the Devon County Council website. The header includes the Devon County Council logo and the text 'Devon County Council Employment check - Safer Recruitment'. A navigation menu on the left lists: Home, Login, About us, Statement of Fair Processing (highlighted), News and Updates, and Contact Us. The main content area is titled 'STATEMENT OF FAIR PROCESSING' and contains the following text:

By accessing Employmentcheck.org.uk and providing us with your personal details you are agreeing to the terms of our privacy policy as laid out in this Statement of Fair Processing.

All personal information provided will be treated with the strictest of confidence and in accordance with the Data Protection Act 1998.

Personal data will only be processed with the consent of the individual for the purpose of administering a Disclosure application. Any information provided will be securely held on a password-protected database, compliant with ISO27001, with access restricted to named individuals who require access as part of their normal duties.

All information is submitted to and from DBS via a secure government pathway. The information is encrypted whilst in transit.

Information will not be shared with any other third parties outside of the Disclosure process, except where required by Law, without the express consent of the individual

All information held following a Disclosure application will be securely destroyed when no longer required.

In line with Section 7 of the Act you will be provided with a copy of any information we hold on you, on request.

Any organisation using Employmentcheck.org.uk are required to sign a contract and by doing so they agree to:

- Abide by the DBS Code of Practice
- Abide by the Data Protection Act 1998
- Have in place a policy for the recruitment of ex-offenders
- Have a policy in place for the secure storage, retention, handling, use and disposal of disclosures and disclosure information

Please read the Statement of Fair Processing

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Login





Devon County Council

Employment check - Safer Recruitment



[Home](#)

[Login](#)

[About us](#)

[Statement of Fair Processing](#)

[News and Updates](#)

[Contact Us](#)

STATEMENT OF FAIR PROCESSING

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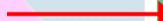
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Click 'Login'



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Enter your Username & Password



The screenshot shows the Devon County Council website's secure login page. At the top left is the Devon County Council logo. The main header reads "Devon County Council" and "Employment check - Safer Recruitment". A navigation menu on the left includes links for Home, Login, About us, Statement of Fair Processing, News and Updates, and Contact Us. The main content area contains a welcome message and a login form. The login form has fields for "Username:" and "Password:", a green "Login" button, and a link for "Forgot my password".

Devon County Council
Employment check - Safer Recruitment

Home
Login
About us
Statement of Fair Processing
News and Updates
Contact Us

Welcome to DevonCC.employmentcheck.org.uk secure login for Disclosure and Barring Checks previously CRB checks. Please enter your username and password that has been emailed to you to access the online application form. If you have forgotten your password please select "forgot my password" below, or contact the Safe Recruitment Team on 01392 383266.

Please note that by accessing DevonCC.employmentcheck.org.uk you are agreeing to the terms outlined in our Statement of Fair Processing.

Login

Username:

Password:

Login

[Forgot my password](#)

Enter your 'Username' & 'Password' exactly as shown in the email

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Agree to the Statement of Fair Processing



Terms & Conditions

Please note that by accessing devoncc.employmentcheck.org.uk you are agreeing to the terms outlined in our Statement of Fair Processing

Click 'Yes' to Agree to the Statement of Fair Processing

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Complete the application



Logging in and accepting The Statement of Fair Processing takes you directly to the DBS application form.

Devon County Council
Employment check - Safer Recruitment

- Home
- FAQ
- Logout

Select your title and check that your surname and forename are spelt correctly.

Continue to input your details into the application form where relevant.

CRB APPLICATION : Disclosure Application Form

Welcome, Applicant Three

[Details](#) >> [Addresses](#) >> [Names](#) >> [Confirmation](#)

You must fill in the fields marked with a *

Applicant Details	
*Title:	Select title
*Surname:	THREE
*Forename:	APPLICANT
Middle name(s):	
*Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female
*Date of Birth:	D M Y
National Insurance Number:	-

Please ensure you enter your NI number as failure to do so may delay your application

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Continue to complete the application form



If these details are incorrect, you must contact the person who asked you to complete the online DBS application, using this link, before completing the online application.

Once you have completed all the relevant fields click this button to take you to the next section.

*Address line 1:	<input type="text"/>
Address line 2:	<input type="text"/>
*Town:	<input type="text"/>
County:	<input type="text"/>
Post Code:	<input type="text"/>
*Country:	<input type="text" value="United Kingdom"/>
*Current Address Since:	<input type="text" value="M"/> <input type="text" value="Y"/>
Details of position for which disclosure is being requested	
Position applied for:	TEST
Organisation name:	TRAINING SCHOOL
	Click here if these details are incorrect
Additional personal details	
Surname at birth (if different):	<input type="text"/>
Used until:	<input type="text" value="Y"/>
Place of Birth	
*Town/City:	<input type="text"/>
County/District:	<input type="text"/>
*Country:	<input type="text" value="United Kingdom"/>
Nationality:	<input type="text"/>
Contact number:	<input type="text"/>
	Next 2 of 4

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Middle name pop-up



One of the most frequent errors with disclosure applications is a omission on the part of the applicant to declare any middle names. To help minimise the likelihood of this, an additional pop-up notification will display when you submit the first page of the application without declaring any middle names. This reminds applicants that any middle names must be declared and will be validated against their ID.



If you do not have middle names, then progress the application by clicking on 'OK'. Alternatively, if you need to declare any middle names you can return to the application to add these by clicking on 'Cancel'.

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5 Year address history



- Home
- FAQ
- Logout

Disclosure Application Form

[Details](#) >> [Addresses](#) >> [Names](#) >> [Confirmation](#)

Please provide your 5-year address history from the date the application form is submitted. You should include overseas addresses where necessary. There must be no gaps in the addresses provided for this period. Please give full address details including postcode and the dates at which you resided at these addresses. If you do not provide a full 5-year address history you will not be able to submit the form

Missing: You must provide full history for last 5 years

You will be required to provide a full continuous 5 year address history, without any gaps. (Overlaps are permitted). This section allows you to add previous addresses.

Enter the previous address details and click this button to add the address.

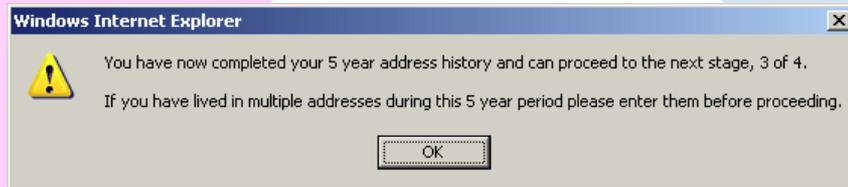
Previous Addresses			
*Address Line 1:	<input type="text"/>		
Address Line 2:	<input type="text"/>		
*Town:	<input type="text"/>		
County:	<input type="text"/>		
Post Code:	<input type="text"/>		
Country:	<input type="text" value="United Kingdom"/>		
*Used From:	<input type="text" value="M"/>	<input type="text" value="Y"/>	
*Used To:	<input type="text" value="M"/>	<input type="text" value="Y"/>	
<input type="button" value="Add address"/>			
Address	Date from	Date to	
1 HIGH STREET MAIDSTONE KENT ME11 1AA GB	01 - 2010	11-2012	<input type="button" value="Edit"/>

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Additional addresses



Once five years continuous address history has been provided you have the option to add additional addresses used in this period (e.g. student addresses) or to progress onto the next stage of the application.



Address	Date from	Date to		
1 HIGH STREET MAIDSTONE KENT ME11 1AA GB	01 - 2010	11-2012		Edit
2 HIGH STREET MAIDSTONE KENT ME11 1AA GB	01 - 2005	01-2010	Delete	Edit
Previous 1 of 4		Next 3 of 4		

If you have made a mistake you are able to edit and delete addresses, as well as navigate to the previous page of the application form.

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Other names used



You will be prompted to enter details of any previous surnames or forenames you have used.

- Home
- FAQ
- Logout

Once you have entered any previous names you have used, this will preview below the entry fields. If you have not used any previous names, or when you have completed doing so, you will be able to progress through to the last stage of the application.

Disclosure Application Form

Details >> Addresses >> Names >> Confirmation

You must fill in the fields marked with a *

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used

Other names used	
*Name type:	<input type="text" value="Select name type"/>
*Other name used:	<input type="text"/>
*Used From:	<input type="text" value="Y"/>
*Used Until:	<input type="text" value="Y"/>
<input type="button" value="Add name"/>	
<input type="button" value="Previous 2 of 4"/> <input type="button" value="Next 4 of 4"/>	

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Review application and complete declaration



The final page of the application form allows you to preview all of the information you have entered. If there is an error on the form you can navigate back to the screen with the incorrect information and amend it.

You must then indicate whether you have any criminal convictions or cautions which are not protected and confirm your agreement of the “Declaration by Applicant”.

Applicant Details		
Current name:	MR APPLICANT THREE	
Gender:	MALE	
National Insurance Number:		
Position Details:	TEST in TRAINING SCHOOL	
Date of birth:	01-01-1990	
Surname at birth (if different):		
Place of birth:	MAIDSTONE	
Contact Number:		
Are you a volunteer:	YES	

Address history		
Address	Date from	Date to
1 HIGH STREET MAIDSTONE KENT ME11 1AA GB	01-2010	11-2012
2 HIGH STREET MAIDSTONE KENT ME11 1AA GB	01-2005	01-2010

Applicant declaration and consent
*Do you have any unspent criminal convictions?: <input checked="" type="radio"/> Yes <input type="radio"/> No

Declaration by Applicant
I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.
*Please tick to confirm: <input type="checkbox"/>

Previous 3 of 4 Submit

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Finally submit your application

Confirmation message and email



Once submitted you will receive an onscreen confirmation (see below) and an automated email confirming that you have successfully completed the application.



If you fail to submit your form, automated reminder emails will be sent to you and the person who asked you to complete the online application.

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ID verification



After you have submitted the online application, the ID Verifier from the organisation who asked you to complete the application will receive an email to log on to the system and enter your ID details, which they will either have checked with you recently, or have available by completing this process with you present, when they login.

The email you were sent to confirm that you had successfully submitted your online application, includes the requirements for checking your ID and a list of acceptable documents that can be used for this purpose.

The ID verifier will access details you have already entered in your online application to allow them to verify the ID against this information. They will update the application with details of the ID documents they have used to validate your identity in accordance with the DBS Code of Practice.

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