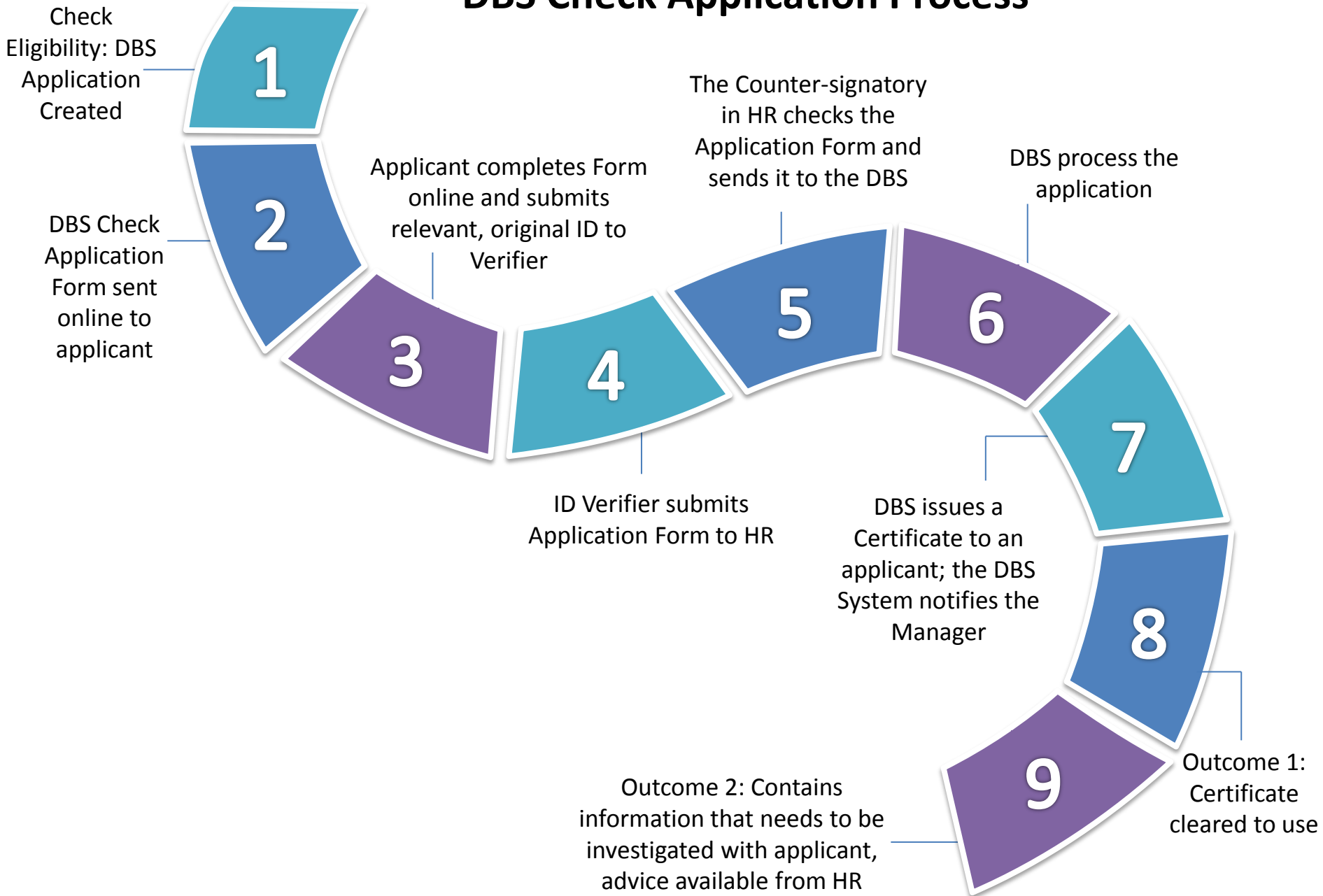


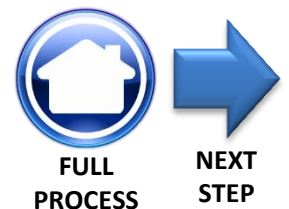
DBS Check Application Process



DBS Process

Step 1:

- Check Eligibility: DBS Application Created
 - Recruiting Manager/ Business Support create the DBS application on eDBS



DBS Process

Step 2:

- DBS Check Application Form sent online to applicant for completion



DBS Process

Step 3:

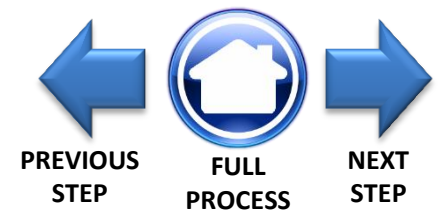
- Applicant completes Form online and submits relevant, original ID to Verifier
 - Once complete, DBS application is submitted for ID Verification
 - Applicant provides their original ID to ID Verifier
 - ID Verifier completes the 3 route ID verification process on the application and submits



DBS Process

Step 4:

- ID Verifier submits Application Form to HR



DBS Process

Step 5:

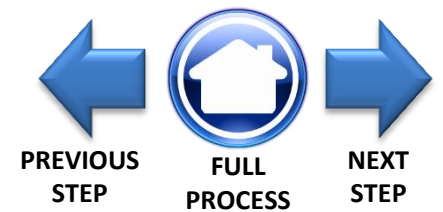
- The Counter-signatory in HR checks the Application Form and sends it to the DBS
 - DBS Countersignatory (HR) checks and confirms eligibility and checks the content of the application form for consistency and accuracy e.g. names, address history etc.
 - If all correct, submit the application to the DBS for processing.
 - Any issues identified are queried i.e., if name appears to be a short version (Sue instead of Susan)



DBS Process

Step 6:

- DBS process the application



DBS Process

Step 7:

- DBS issues a Certificate to an applicant; the DBS System notifies the Manager
 - Once certificate has been released to the applicant, an automated email is sent from the eDBS system to the name given in the 'Manager's Details' section of the application form.



DBS Process

Step 8:

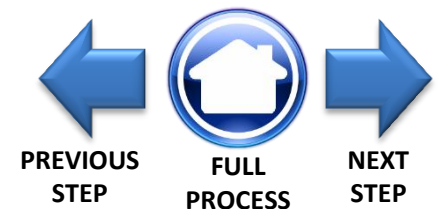
- Outcome 1: Email from eDBS confirms the Certificate is cleared to use.



DBS Process

Step 9:

- Outcome 2: Contains information that needs to be investigated with applicant, advice available from HR
 - Email from eDBS confirms the certificate contains information which needs to be investigated with the applicant.
 - The 'Positives' process applies and the manager is contacted separately by the HR Safeguarding in Employment Team with guidance on how to proceed



END OF PROCESS

