

APPLYING FOR A DBS DISCLOSURE

The safety of our students is paramount and your appointment/new post at Loughborough College is therefore subject to receipt of a satisfactory Enhanced DBS (Disclosure and Barring Service) certificate. The College will pay the application fee for this process.

Having a criminal record will not necessarily stop you from working with us. This will depend on the nature of the position and the circumstances and background of any offence.

An application form and a guide to completing this form and providing documents to confirm your identity are enclosed. The following is a brief summary as to what is needed:

- Do not complete section a) questions 28-31 or sections d), w), x) and y)
- The form must be completed in **black** ink using block capitals
- Check you have signed section e)
- Your full and continuous address history for the past 5 years must be shown on the form (use an additional sheet if necessary – we have continuation sheets available for this purpose)
- 3 ID documents are required (or 5 if no Group 1 document provided)
- One of your identify documents must show your full name
- One of your identity documents must show your date of birth
- Any documents showing a previous name must be accompanied by a marriage certificate or deed poll to verify this name
- If you have a National Insurance Number, Passport or UK driving licence details must be provided on the form and original documents supporting this information must be checked (both photo card and paper sections of your driving licence if applicable)
- If you do not have a passport or UK driving licence, an original birth certificate (issued within a year of your birth) should be provided
- We also need to check one document from the following list (document must be less than 3 months old) to confirm your current address:
 - Recent bank statement
 - Recent mortgage or insurance statement
 - Recent credit card statement
 - Current Council Tax bill
 - Recent utility bill

Should these documents not be available, you should contact the personnel team for further advice (ext 6257 or 01509 618257).

From 29 May 2013, the DBS will be removing certain specified old and minor offences from criminal record certificates issued from this date. The filtering rules are available on: <https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>.

In line with these changes, the DBS will amend question e55 on the DBS application form for a criminal record check. Question e55 currently asks "Have you ever been convicted of a criminal offence or received a caution, reprimand or warning?" You should now ignore this question and treat this question as if you were being asked **“Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?”**

Please complete this form and visit the HR team to hand it in together with at least three original documents to confirm your identity as soon as possible (your documents are not kept and will be returned to you during this visit). **Note that the start date of your employment with Loughborough College cannot be confirmed until your DBS disclosure certificate has been received.**

The DBS have recently changed their processes and we no longer receive a copy of your disclosure. You will therefore need to make an appointment with the HR team in order to show your original DBS disclosure and to enable us to take a copy.

You will not be able to commence employment until we have received a copy of your disclosure and two references.

Loughborough College complies fully with the DBS Code of Practice and you can see a copy of this along with guidance on completing the application form on <https://www.gov.uk/DBS-criminal-records-bureau-check> A copy of the Code of Practice and the College's Disclosure of Criminal Convictions/Recruitment of Ex-Offenders Policy can be requested from the HR team. Transgender applicants who would prefer to apply in confidence can contact the DBS on 0151 676 1452 or email sensitive@dbs.gsi.gov.uk