

## **DBS (DISCLOSURE AND BARRING SERVICE) SUPPORTING APPLICATION DETAILS**

This form must be sent to the DBS team at [dbsteam@hoopleltd.co.uk](mailto:dbsteam@hoopleltd.co.uk) or by post to the Hoople Recruitment, Nelson Building, Whitecross Road, Hereford, HR4 2AR (tel. 01432 383003) in order for your application to be processed. The information provided will be recorded and destroyed within the DBS guidelines and regulations.

**DBS application reference (from the online application):**

### Part one: Role information



<b>Title (eg Mr, Ms):</b>	
<b>Forename(s):</b>	
<b>Middle name(s):</b>	
<b>Surname:</b>	

<b>Address:</b>

<b>Job title for application:</b>

<b>Order number (if applicable):</b>

<b>Organisation/school name:</b>

<b>Organisation/school address:</b>

<b>Date of birth:</b>	
<b>Nat Insurance no:</b>	

<b>Mandatory! CURRENT cost code or invoice address:</b>

### Part two: Name of the person who is to be informed of the outcome



<b>Name:</b>

<b>Position:</b>

<b>Contact telephone number:</b>

<b>Contact email address:</b>





Acceptable ID documentation for nationals of the United Kingdom or European Economic Area (EEA) can be found on page 7. Applicants for voluntary work must use route 1.

Please provide identity documents in accordance with the following routes:

- Route 1: 1 document from group 1, and a further 2 documents from group 1, 2a or 2b

### Group 1 (please list identification seen):

Passport:	
Number:	
Issue date:	
Date of birth:	
Country of issue:	
Nationality:	

Adoption certificate (UK):	
Date of issue:	

Biometric residence permit:	
Number:	
Issue date:	
Date of birth:	
Country of issue:	
Nationality:	

Current driving licence: Photocard (UK/Isle of Man/Channel Islands/EU, full/ provisional)	
Driver number:	
(eg ANON 12 34 56 AM 9KL)	
Issue date:	

Birth certificate: (UK & Channel Islands, issued within 42 days of date of birth)	
Date of birth:	
Issue date of cert:	



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**Group 2a (please list identification seen):**

<b>Current driving licence (photocard only):</b> (All countries, full/provisional)	
Driver number:	
Issue date:	
<b>Old paper style driving licence:</b> (UK/Isle of Man/Channel Islands)	
Driver number:	
(eg ANON 12 34 56 AM 9KL)	
Issue date:	
<b>Certified copy of birth certificate:</b> (UK & Channel Islands, issued after 42 days after date of birth)	
Date of birth:	
Issue date of cert:	
<b>Marriage certificate:</b>	
Date of issue:	
<b>HM Forces ID card (UK):</b>	
Date of issue:	
<b>Firearms licence (UK):</b>	
Date of issue:	

**Group 2b (please list identification seen):**

<b>Statement:</b> (See page 7 for details of acceptable identity documents)	
Type/provider:	
Issue date:	
<b>Statement:</b> (See page 7 for details of acceptable identity documents)	
Type/provider:	
Issue date:	
<b>P45/P60 statement (within 12 months):</b>	
Nat Insurance no:	
Issue date:	
<b>EU National ID/work permit (within 12 months):</b>	
Number:	
Issue date:	
<b>Letter from headteacher/college principal:</b> (16 - 19 year olds in full-time education, UK)	
Date of issue:	



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## Part four: Evidence checker



I confirm that I have seen, checked and I am satisfied that the documentation produced as identification relates to the applicant. The information contained on this form is correct to the best of my knowledge.

Print name:	
Contact telephone number:	
Contact email address:	

Job title:	
Sign name:	
Date:	

## Part five: Level of DBS check



Standard:	
Enhanced:	

Volunteer:	Yes:		No:	
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Is the applicant to work with adults in regulated activity?	Yes:		No:	
Is the applicant to work with children in regulated activity?	Yes:		No:	

Child Workforce - any position that involves working/volunteering with children:	
Adult Workforce - any position that involves working/volunteering with adults:	
Child and Adult Workforce - any position that involves working/volunteering with children and adults:	
Other Workforce - any position that does not involve working/volunteering with children/adults:	

Does this involve working with children or adults at the applicant's home address?	Yes:		No:	
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Please note changes to regulated activity with effect from 10 September 2012—if you require further guidance please refer to [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service) or contact the DBS team at [dbsteam@hoopleltd.co.uk](mailto:dbsteam@hoopleltd.co.uk).

## Application type:

New post holder:	
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Existing post holder being rechecked:	
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The information provided will be recorded and destroyed within the DBS guidance and regulations. For further guidance please refer to the website: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service).



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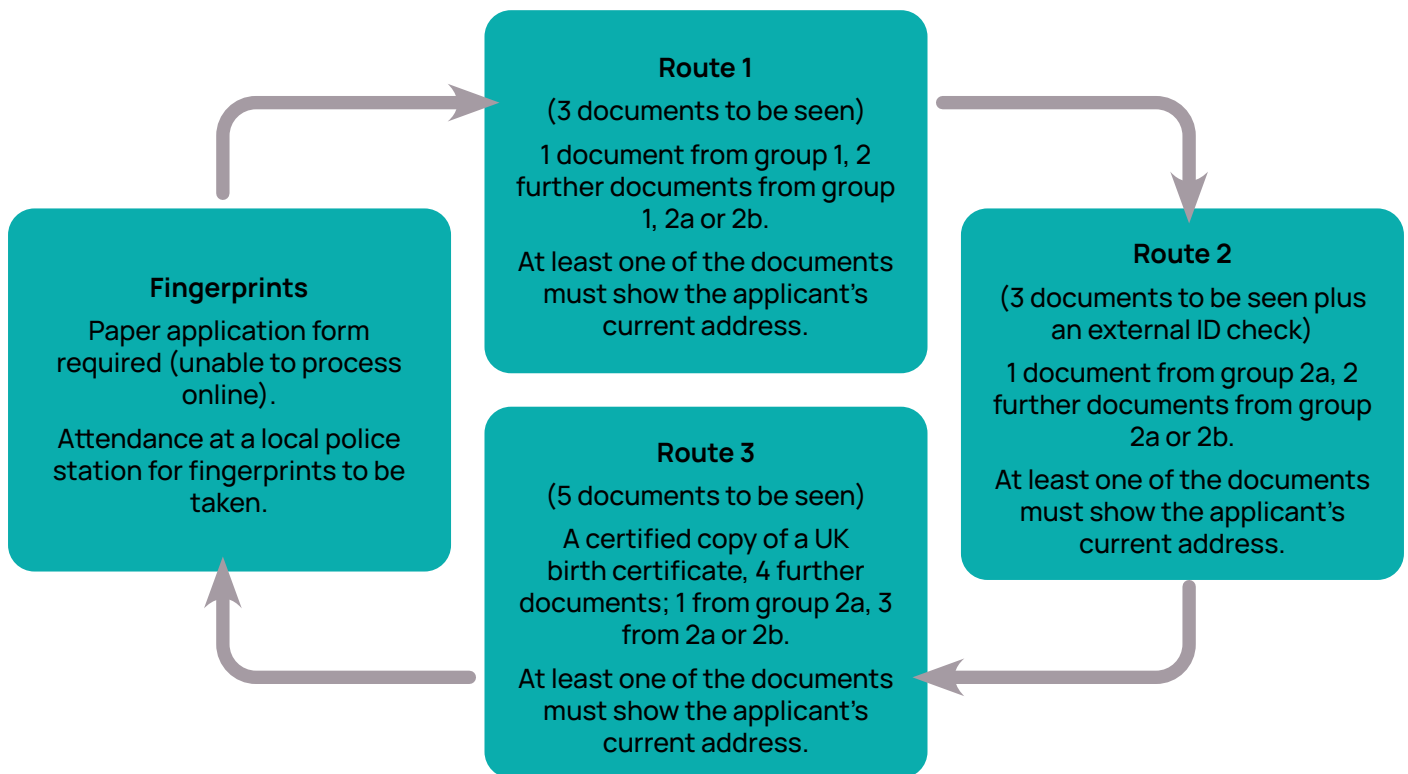
The applicant must provide a range of ID documents as part of the DBS check application process. The ID documents required will depend on the route the application takes (see below), however the applicant must always try to provide the three required documents from route 1 in the first instance. Route 2 can only be used if it's impossible to process the application through route 1, and route 3 can only be used if it's impossible to process the application through route 2.

If the applicant is not a national of the UK or European Economic Area, they must use a different route – with **one** document from page 6 and **two** documents from page 5 to be provided for ID documentation.

Please note that all documents:

- Must be valid, current and original – not photocopies
- Must be in the applicant's current name, as recorded in the application
- Must not be printed from the internet, eg internet bank statements

In addition, a document from each of the groups on page 5 is only included once in the document count. We cannot, for instance, accept two bank statements as two of the required documents if they are from the same





Applicants who are not nationals of the United Kingdom or European Economic Area (EEA) must be able to provide **one** document from the list below, in addition to a current valid passport if required. In addition, the applicant must be able to provide **two supporting documents from any of the groups on page 5**.

**The documents must be originals, not copies.**

**At least one document must show the applicant's current address.**

If an applicant is unable to provide this information, they cannot submit a DBS check because the right to work in the UK cannot be established. They cannot use any other route.

Primary documents	
Document	Notes
Current biometric immigration document issued by the Home Office (indefinite stay in UK)	UK
Current biometric immigration document issued by the Home Office (current stay/ work in UK)	UK
Current passport (exemption from immigration control or indefinite stay in UK)	Must still be valid
Current passport (can currently stay in UK and allowed to do the work in question)	Must still be valid
Certificate of application as issued by the Home Office to a family member of an EEA/Switzerland national stating that the holder is permitted to take employment, which is less than 6 months old – together with a positive verification notice	UK
Home Office application registration card plus positive verification notice	UK
<b>Applicants providing one of the following documents must also provide a current valid passport:</b>	
Current Home Office residence card (including accession residence card or derivative residence card) as issued to a non-EEA national who is a family member of an EEA/Switzerland national, or who has a derivative right of residence	UK
Immigration status document containing a photograph with endorsement indicating that you are allowed to stay in the UK and do the work in question – together with an official document giving your permanent National Insurance number and name	UK
Immigration status document issued by the Home Office with endorsement indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay – together with an official document giving your permanent National Insurance number and name	UK



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Group 1: Primary identity documents		
Document	Notes	Issue date and validity
Passport	Any current and valid passport	
Biometric residence permit	UK	
Current driving licence, photo card	UK, Isle of Man, Channel Islands and EEA	
Birth certificate	UK, Isle of Man and Channel Islands	Within 12 months of birth
Adoption certificate	UK and Channel Islands	

Group 2a: Trusted government documents		
Document	Notes	Issue date and validity
Current driving licence, photo card	All other countries outside the EEA	
Current driving licence, paper version	UK, Isle of Man, Channel Islands and EEA	Before 1998
Birth certificate	UK, Isle of Man and Channel Islands	After time of birth
Marriage/civil partnership certificate	UK and Channel Islands	
Immigration document, visa, work permit	Only for non-UK roles; must relate to country of work	
HM Forces ID card	UK	
Firearms licence	UK, Isle of Man and Channel Islands	



## Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Last 12 months
Bank/building society statement	UK, Channel Islands and EEA	Last 3 months
Bank/building society statement	Outside EEA; statement must be from current country	Last 3 months
Bank/building society opening letter	UK	Last 3 months
Credit card statement	UK or EEA	Last 3 months
Financial statement, eg pension	UK	Last 12 months
P45 or P60 statement	UK and Channel Islands	Last 12 months
Council Tax statement	UK and Channel Islands	Last 12 months
Sponsorship letter, future employer	Non-UK and non-EEA only; residing outside UK	Must still be valid
Utility bill	UK (not mobile telephone bill)	Last 3 months
Benefit statement, eg child benefit	UK	Last 3 months
Gov/council doc giving entitlement	UK and Channel Islands	Last 3 months
EEA National ID card		Must still be valid
Cards carrying PASS accreditation	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher/ principal	UK; 16–19 in FT education (exceptional circumstances)	Must still be valid



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