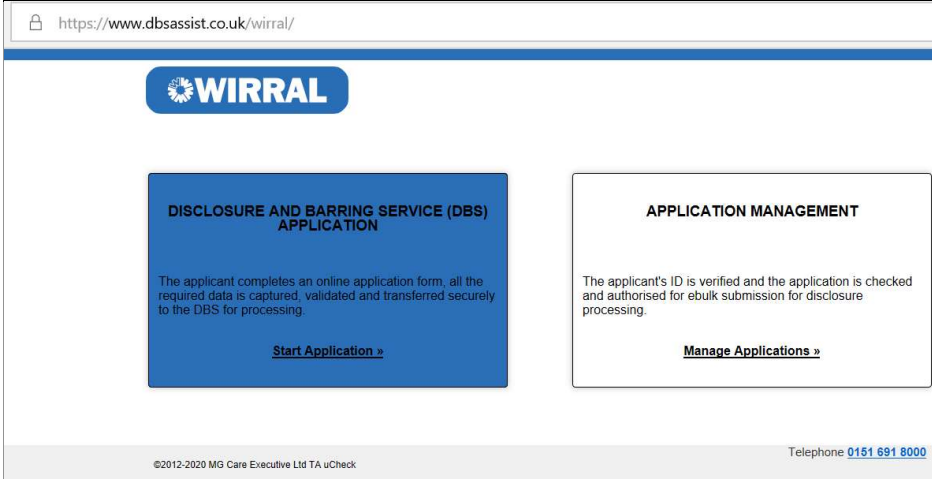


Online DBS Application Guidance for Applicant

To complete your DBS check online follow the guidance below:

- Go to <https://www.dbsassist.co.uk/wirral/>
OPEN IN MICROSOFT EDGE



The screenshot shows the website <https://www.dbsassist.co.uk/wirral/>. The Wirral logo is at the top. There are two main sections: "DISCLOSURE AND BARRING SERVICE (DBS) APPLICATION" and "APPLICATION MANAGEMENT". The first section describes the application process and has a "Start Application »" link. The second section describes the application management process and has a "Manage Applications »" link. At the bottom, there is a copyright notice "©2012-2020 MG Care Executive Ltd TA uCheck" and a telephone number "Telephone 0151 691 8000".

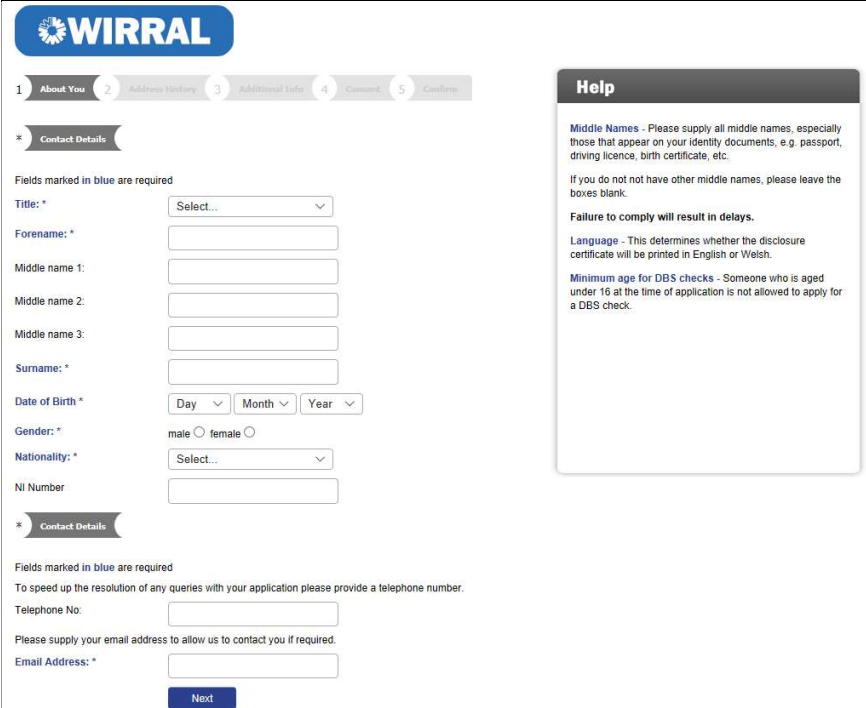
- Click on DBS Application Form - "Start Application" and the following screen will appear.



The screenshot shows the login screen. It features the Wirral logo at the top. Below it, there are two input fields: "Organisation Reference:" and "Password:". Below the password field is a "Login" button.

- Enter Organisation reference **TRANSPORT** (Capital Letters)
- Enter Password - **wirral**
(This password will be used each time you log into "Start Application").
- Click "Login"
- The blank application will then appear.

- Complete the application, with your details making sure all the mandatory fields (those with a * and in blue). You will not be able to proceed until these fields are completed. Use the notes on the right-hand side of the screen for guidance.



WIRRAL

1 About You 2 Address History 3 Additional Info 4 Consent 5 Confirm

*** Contact Details:**

Fields marked in blue are required

Title: *

Forename: *

Middle name 1:

Middle name 2:

Middle name 3:

Surname: *

Date of Birth * Day Month Year

Gender: * ☐ male ☐ female

Nationality: *

NI Number

*** Contact Details:**

Fields marked in blue are required

To speed up the resolution of any queries with your application please provide a telephone number.

Telephone No:

Please supply your email address to allow us to contact you if required.

Email Address: *

Next

Help

Middle Names - Please supply all middle names, especially those that appear on your identity documents, e.g. passport, driving licence, birth certificate, etc.

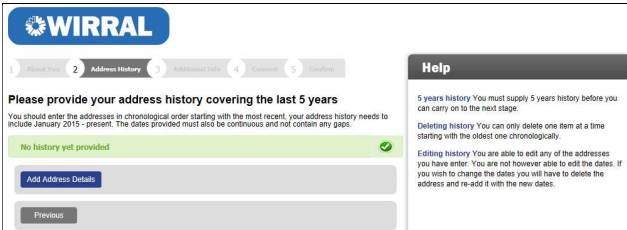
If you do not have other middle names, please leave the boxes blank.

Failure to comply will result in delays.

Language - This determines whether the disclosure certificate will be printed in English or Welsh.

Minimum age for DBS checks - Someone who is aged under 16 at the time of application is not allowed to apply for a DBS check.

- Click Add Address Details, and enter address history for the past 5 years, which can be multiple addresses.



WIRRAL

1 About You 2 Address History 3 Additional Info 4 Consent 5 Confirm

Please provide your address history covering the last 5 years

You should enter the addresses in chronological order starting with the most recent, your address history needs to include January 2015 - present. The dates provided must also be continuous and not contain any gaps.

No history yet provided

Add Address Details

Previous

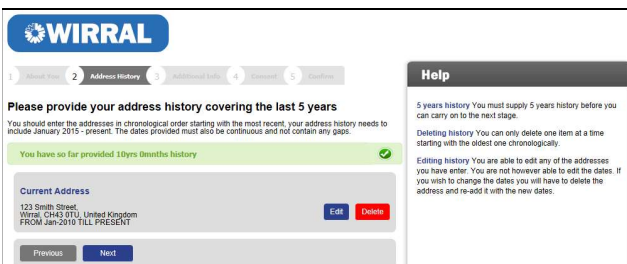
Help

5 years history You must supply 5 years history before you can carry on to the next stage.

Deleting history You can only delete one item at a time starting with the oldest one chronologically.

Editing history You are able to edit any of the addresses you have entered. You are not however able to edit the dates. If you wish to change the dates you will have to delete the address and re-add it with the new dates.

- Ensure that you leave the appropriate space in the postcode. It will let you proceed but will result in a 'rejected application' after submission. The error will have to be fixed by the administrators and resubmitted.
- Once you have more than 5 years or address history you can click "Next".



WIRRAL

1 About You 2 Address History 3 Additional Info 4 Consent 5 Confirm

Please provide your address history covering the last 5 years

You should enter the addresses in chronological order starting with the most recent, your address history needs to include January 2015 - present. The dates provided must also be continuous and not contain any gaps.

You have so far provided 10yrs 6months history

Current Address

123 Smith Street,
Wirral, CH43 0TU, United Kingdom
FROM Jan-2010 TILL PRESENT

Next


Help

5 years history You must supply 5 years history before you can carry on to the next stage.

Deleting history You can only delete one item at a time starting with the oldest one chronologically.

Editing history You are able to edit any of the addresses you have entered. You are not however able to edit the dates. If you wish to change the dates you will have to delete the address and re-add it with the new dates.

- Additional Info – If you have any previous names, update the Other Names section, if not, leave this blank.
- Place of Birth details and Conviction History are Mandatory fields and need to be completed.
- Once these details are all entered, click “Next”.



1 About Us 2 Address History 3 **Additional Info** 4 Consent 5 Confirm

*** Other Names**

This section must be filled in where marked **In blue** ONLY if you have used any other names.

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename and surname separately using the 'Add' button below.

Type: *

Name: *

Year/Month From: *

Year/Month To: *

Add

*** Place of Birth**

Fields marked **In blue** are required

Town: *

County:

Country *

Nationality at birth: *

Have you changed your nationality since birth?: *

Have you changed your birth surname?: *

*** Conviction History**

An 'unspent' conviction is any conviction that is still held on your criminal record.

Please refer to: Rehabilitation of the Offenders Act. The DBS can no longer remove convictions, cautions and reprimands held on the Police National Computer*

*For exceptions to this legislation or for more information please refer to Rehabilitation of Offenders Act 1974 at: www.justice.gov.uk/guidance/docs/rehabilitation-offenders.pdf

Do you have any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance?: *

Previous Next

Help

Change of name(s) - Please ensure that where names change they run in date order and with no gaps.


Other names - If you have used any other names at **any** time during your lifetime please provide them.

Aliases - Please supply details of any alias names you may have used including dates from and to, e.g. William known as Bill etc within the Other Names section. Failure to do so could cause your application to be delayed or rejected by the DBS.

Conviction History - If you have any unspent convictions you must select Yes.

For more information see [Rehabilitation of Offenders Act](#)

- You now need to read the Applicant Consent page and tick the 3 boxes at the bottom of the page to state you have read the information and agree.
- You also need to enter your Forename and Surname into the box provided before you can click "Sign and Continue".



1 About You 2 Address History 3 Additional Info 4 Consent 5 Confirm

DBS Assist - Applicant Consent - Please Read:

What personal data is being collected by Wirral Council?

By completing the information forms contained in this service, I acknowledge and consent that you, Wirral Council, may collect and/or receive and/or process certain personal information and data about me that I have provided. I agree and consent to the personal information that I provide being processed in line with the following checks that may be carried out on my personal data:

- Disclosure & Barring Service (Enhanced Check)
- Disclosure & Barring Service (Standard Check)

Why do you need my personal data?

I understand that my personal data is required to undertake checks on me. Wirral Council has requested these checks to ensure that I am suitable for my current position or the position that I am applying for.

Who will my personal data be shared with?

I understand that all of my personal data will be collected and processed lawfully in accordance with the Data Protection Act 1998, the General Data Protection Regulations 2018, the Data Protection Act 2018 when enacted and Wirral Council [Terms of Use](#), [Statement of Fair Processing Policy](#) and [Privacy Policy](#).

Declaration by Applicant - DBS Consent

The Disclosure & Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The Disclosure & Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued.

- I understand and will ensure that I enter my correct address details on the application form. I understand that once my application has been processed, the DBS will send my Enhanced or Standard certificate to my current address as specified on my application.
- I understand the exact processing of my personal information will depend upon the requirements of Wirral Council. Wirral Council will inform me and Wirral Council of the specific checks that need to be carried out on my personal data.
- I consent to Wirral Council utilising the M G Care Executive Limited trading as uCheck DBS Assist system, which incorporates two UK based IT companies who ensure the system and my personal data is fully operational and will process my checks correctly.
- I understand that Wirral Council will share the results of my checks, invoicing data and summary reports with Wirral Council.
- I understand that Wirral Council may access my personal data outside the EEA in order to complete, amend and or view my check.
- I understand that Wirral Council will make a decision on whether or not to proceed with my application or my current position based on the results of this check including any specific recruitment requirements.
- I understand that Wirral Council will delete any information that I have provided that is not required for processing.
- I understand that the retention of my personal data will be stored by Wirral Council, and the deletion of my data will be initiated by my leave date which will be provided by Wirral Council.
- I understand that if I access the system outside of the EEA that Wirral Council cannot guarantee that the location that I access the system from will be compliant with the General Data Protection Regulation 2018 ("GDPR"). I understand that there may not be adequate technical and organisational measures required by GDPR in any locations outside of the EEA. Wirral Council recommends that the system is only accessed and used within the EEA.
- I understand that I own the rights to my data and have sole responsibility to ensure my data is reliable and accurate for processing by Wirral Council.

What I should do if I do not want to provide my consent

You are not obliged to consent to this request. If you do not consent, you should notify Wirral Council who sent you this form.

I understand that I may withdraw this consent by giving written notice to Wirral Council by emailing Wirral Council at the following email address: DBS@wirral.gov.uk.

☐ I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application. (tick to confirm).

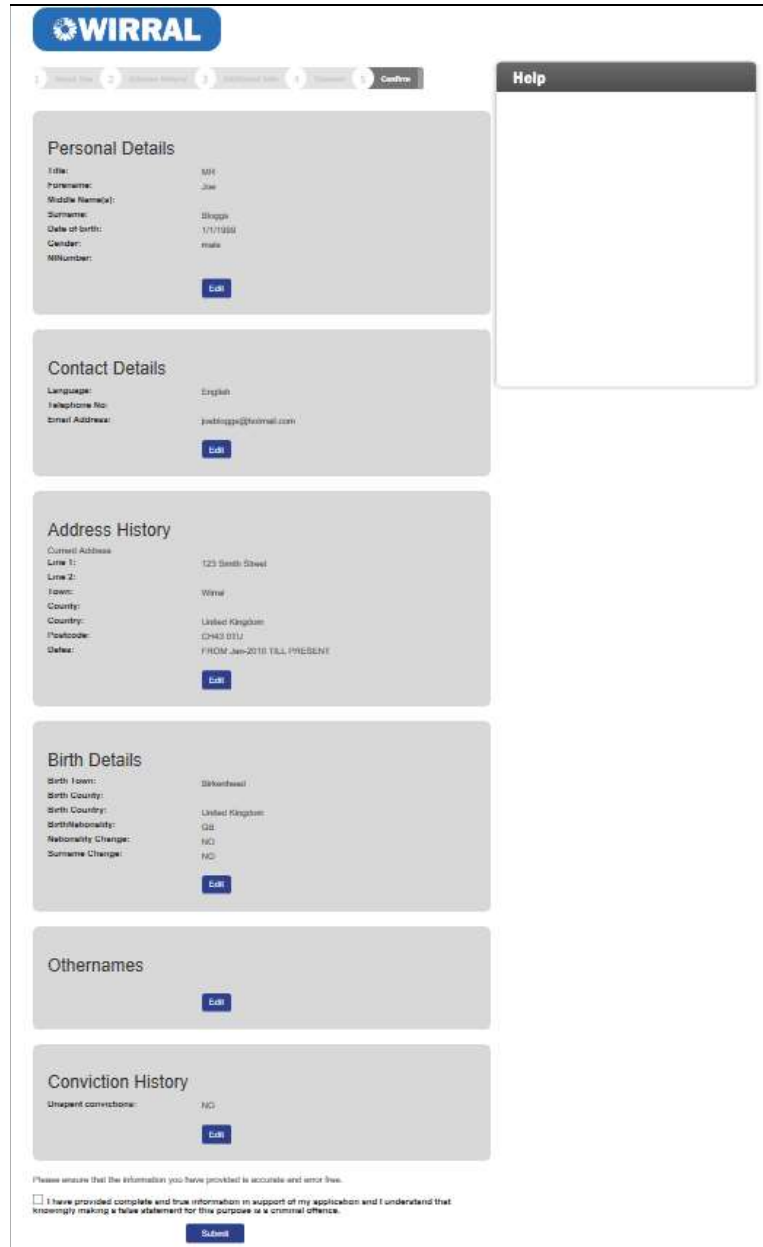
☐ I consent to the DBS providing an electronic result directly to Wirral Council that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases, Wirral Council may provide this information directly to Wirral Council prior to me receiving my certificate. (tick to confirm).

☐ I have read and understood this statement. I confirm to my personal data being processed for the reasons set out above. (tick to confirm).

Your Signature (type in your forename and surname as entered in the application as your signature):

Previous
Sign and Continue

- You will then be provided with an overview of the information you have completed. If everything is correct, Click in the box to indicate consent and Click on "Submit"



The screenshot shows a web form titled "WIRRAL" with a progress bar at the top indicating steps 1 through 5, with "Confirm" being the current step. The form is divided into several sections, each with an "Edit" button:

- Personal Details:** Title (Mr), Forename (Joe), Middle Name(s) (), Surname (Bloggs), Date of birth (1/1/1999), Gender (male), and MRNumber ().
- Contact Details:** Language (English), Telephone No (), and Email Address (joe.bloggs@kivmail.com).
- Address History:** Current Address (Line 1: 123 Sandh Street, Line 2:), Town (Wirral), Country (United Kingdom), Postcode (CH43 01U), and Dates (FROM Jan-2018 TILL PRESENT).
- Birth Details:** Birth Town (Birkdale), Birth Country (United Kingdom), Birth Nationality (GB), Nationality Change (NO), and Surname Change (NO).
- Other names:** (Empty field).
- Conviction History:** Unspent convictions (NO).

At the bottom, there is a disclaimer: "Please ensure that the information you have provided is accurate and error free." followed by a checkbox for consent: "I have provided complete and true information in support of my application and I understand that knowingly making a false statement for this purpose is a criminal offence." and a "Submit" button.

- Make a note of the unique form reference number
- Your DBS application has now been submitted. Please liaise with the relevant service to arrange for your Identification checks to be completed, if these haven't been checked and recorded already.

Document Ownership	
Document owned by:	Head of Human Resources / DBS Lead Signatory
Document written by:	Mike Wallace, Business Change Analyst / Andrea Morrell-Foulkes, Senior HR Officer/Team Leader, Change & Organisational Design
Date document written:	29 th January 2020
Document due for 1st review:	2023

Version Control Table			
All changes to this document are recorded in this table.			
Date	Notes/Amendments	Officer	Next Scheduled Review Date
11 th June 2020	Version specifically for TRANSPORT organisation	Andrea Morrell-Foulkes, Senior HR Officer/Team Leader, Change & Organisational Design	2023