

WAY AHEAD Community Services Ltd

CRB DISCLOSURE GUIDE

To ensure the application form is fully completed and the information it contains is accurate Way Ahead has created a checklist; this will help reduce the number of incomplete application forms being rejected and returned from the CRB to Registered Bodies

Mandatory Fields

The fields listed below are mandatory and therefore must be completed. Failure to do so will result in the application form being rejected and returned to the Registered Body.

Section A

1	Title	Select only one option.
2	Surname	Please ensure a name is provided.
3	Forename(s)	Many people do not use their middle name, however, all forenames must be provided.
4	Current address	Please ensure a current address is provided.
6/7	Town/City/County	At least one of Items 6 and 7 must be completed.
8	Postcode	The full postcode must be entered.
9	At current address since	Month and Year must be entered - MMYYYY (e.g. 06 1985 for June 1985). If less than five years ago, Section D must be completed.
10	Date of birth	DDMMYYYY (e.g. 14 05 1971 for 14 May 1971).
11	Current gender	Only one box must be crossed.

Section B

13	Position applied for	Enter the title of the position you are applying for e.g. Teacher, Social Worker. If the job title does not make it clear the nature of the work, be more specific (for example, Manager - Childcare Services). If the post is for a volunteer e.g. Volunteer Classroom Assistant, only enter Classroom Assistant.
14	Organisation name	This is the organisation or current employer offering the job.

Section C

20	Surname at birth	If you have entered 'Mrs' or 'Ms' in section A, Item 1, please enter your surname at birth*, even if it is the same as provided at Section A, Item 2. *Note: Applicants who were adopted before the age of 10 years do not need to provide their name at birth in Section C of the application form; they should give their adoptive name. This is because the age of criminal responsibility is deemed to be 10 years, under the Children and Young Persons Act 1933, Chapter 12, Section 50. This means that there is no possibility that an individual could have a criminal record in a name used until the age of 10 years.
20-	Additional names	If any other names are provided then please make sure the date fields

27		(from and to) are completed for each.
28	Town/City	This is required, whether the country of birth is in the UK or not.

Section D

If current address given at Section A is less than five years ago, Section D must be completed. This must cover a continuous five-year period; there must be no gaps in the addresses provided for this period. Use a continuation sheet if necessary. Please give full address details, including postcode and the date when the applicant resided at these addresses.

If an applicant has not lived at their current address for more than five years and has provided other addresses you should, where possible, provide documentation to verify this information.

Section E

Information in Section E is no longer required and should be left blank.

Section F

Information in Section F is no longer required and should be left blank.

Section H

68	Declaration by applicant	A signature must be present.
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Section X

Please see ID Checking Process' DIP 002 fact sheet, when completing this part of the form; or contact the CRB Information line on 0870 90 90 844

X16	Evidence seen and checked by	This must be the name of the person who has verified the ID.
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Section Y

Y1	Registered Body number	Please make sure that the RB number entered here is your organisation's RB number; this should be an 11 digit number.
Y2	Countersignatory number	After checking that the RB number in Y1 is your RB number, enter your unique Countersignatory number (11 characters).
Y6, Y7	The level of criminal record check required in respect of this application	This should state Standard or Enhanced For telephone application forms, if you need to change the pre-populated information in these boxes, you should contact the Information line, as the form will need to be amended and re-printed.
Y8	Registered Body to pay	If you are submitting an application for a volunteer and have Payment on Account (POA) status, you should cross 'On account' and 'Volunteer – no payment due'. If you do not have POA status, you should just cross 'volunteer – no payment'.
Y9	Declaration by registered person	This must be the signature of a registered Countersignatory.

Please Take Care.

Way Ahead produced the following reminders to ensure that you complete the disclosure form accurately to help reduce the chances of the Disclosure being returned and delaying the process.

5 Year Address History

Gaps in address histories are by far the most common cause of rejected forms. All Post Codes must be correct and present.

Middle Name No Entered

When an applicant submits information such as a driving license number and it indicates that a middle name exists, but it has not been detailed on the application form, the CRB will reject the form and return it to the Registered Body for clarification.

Surname at Birth No Entered

If an applicant crosses "Ms" or "Mrs" but does not enter "Surname at Birth" in Section C20 he CRB will reject the form and return it to the Registered Body for clarification. The surname at birth must always be provided even if this is the same as the surname recorded in Section A.

Level of Check Required

The Disclosure form should always indicate the level of check required at Section Y6/7. If not the CRB will reject the form and return it to the Registered Body for clarification.

Missing Signature

The application form should always be signed by the registered Counter signatory at Section Y9, and by the applicant at Section H68. If not the CRB will reject the form and return it to the Registered Body for clarification.

Each Disclosure application form is scanned by the CRB automatically. However, many forms cannot be scanned due to some basic errors made when completing the form which will cause a delay in the processing of applications.

To ensure your applications are processed as smoothly and efficiently as possible, please follow these simple guidelines when completing Disclosure application forms.

Make sure you use BLACK INK THROUGHOUT and write clearly in BLOCK CAPITALS ONLY.

Place only one letter or number in each box.

Cross out any errors on the form and amend the correction to the right of the error. If there is no space to write next to a particular piece of information, please write as close to the text as possible.

Ensure that both the form reference number and the applicant's name are noted on any continuation sheets.

Use the checklist when checking the application form to ensure all mandatory fields are complete.

Ensure you have placed a cross in the box in Section Y3/4, which states whether the position involves working with children and/or regular contact with vulnerable adults.

Ensure signatures keep within the space provided in the box.

Do not use staples to attach any cheques, continuation sheets or additional information.

Do not place any stickers or stamps on the form i.e. featuring addresses or dates.

Do not use correction fluid on the form.

Do not allow text to cross the edges of the boxes on the application form.

Do not put a line through a section of the form or state a field is 'not applicable', if it is not relevant to the application then please leave it blank.

Do not send in any original or copies of identity documents with the Disclosure application form.
Way Ahead can not be responsible for any lost documentation