

## FITNESS EVOLUTION

### DBS APPLICATION COMPLETION GUIDANCE - Applicants

#### **ALWAYS USE BLACK INK THROUGHOUT THE FORM**

#### **Sections 1 - 13 Names**

- Write all names fully on the form including middle names
- If you have had a change of name you must provide evidence of the change e.g. marriage certificate, deed poll certificate etc.
- Any dates relating to changes of names must be written in **as month and year eg June 2019 would be written as 062019**

#### **Section 14**

- The date of birth must be **written in as day/month/year**

#### **Section 15**

- Put a cross in the correct box

#### **Sections 16 – 17**

- Write the town of birth in capital letters
- Write the country of birth in capital letters

#### **Sections 18 – 19**

- These can be completed but are **NOT** essential.

#### **Sections 20 - 21**

- If you have a national insurance number to hand, fill in this section and the “yes” box. If you do not have the number to hand cross the “no” box

#### **Sections 22 – 23**

- If you have a driving licence and you are using this as a form of ID then please write the full driving licence number including the two numbers slightly detached from the main number (18 digits in total).

#### **Sections 24 – 27**

- If you are providing a passport as proof of ID please complete the details in lines 24 – 27. An out of date passport **cannot** be used as evidence.

#### **Sections 28 – 29**

- These sections are not used

**Section 30 & 31**

- If you have had a Scottish Vetting check done previously please tick yes and included the disclosure number. Alternatively cross the “no” box.

**Sections 32 – 49**

- All applicants must supply their full 5 year address history. Please ensure that the dates of residence are input in MM/YYYY – MM/YYYY format, there should be no gaps between the dates lived at each property. If there is not enough room on the form please use a continuation sheet.

**Sections 50 – 54**

- These sections are not used

**Section 55**

- If you answer yes in this box you will have to have a discussion with your tutor to see if there is anything that may prevent you from completing the course that you have applied for.

**Section 56**

- Please sign within the box. If you go out of the lines, the application will be sent back.

**Section 57**

- Enter the date the application has been signed in day/month/year format.

**THE BACK PAGE WILL BE COMPLETED BY YOUR TUTOR PLEASE LEAVE THIS BLANK**

There are 5 separate stages of a DBS check. Applications normally take between 2 and 4 weeks to be returned, depending on the time of year etc. You will receive a copy of the DBS certificate in the post and will be responsible for bringing it into College when it arrives.

Reprint requests must be made within 3 months (93 days) of the certificate issue date and may only be re-issued to the address of the recipient of the original certificate. The DBS will only issue 1 reprint of a certificate.

If you would like to sign your DBS certificate on to the update service, you can do this by using the Certificate number printed on your Certificate **within 14 days** of its issue.