

Disclosure & Barring Services (DBS) Online Application

Please read this information carefully.

Please follow the below link to begin your DBS application online. You should have presented the following ID to be checked, copied and verified –

- A current and valid Passport and;
- Photo Card Driving Licence with Counterpart (Full or Provisional) or;
- Birth Certificate issued at the time of birth – re-issues are not acceptable and;
- Bank or Building Society Statement less than 3 months old or;
- Council Tax or Utility Bill (Gas, Electricity or Water only) less than 3 months old

In addition to the above, if you are an employee from overseas, you must also provide –

- A Biometric Residence Permit or other documentation confirming your Right to Work in the United Kingdom and;
- A Certificate of Good Conduct.

The address on your ID should match on all documents and match with your online DBS application. If you are unable to provide one or more of these pieces of ID, please contact your School or Human Resources Department immediately for further advice.

If you have not already done so, please ensure the above ID is presented **in person** to your School's Office Manager to copy, check and verify your documentation as a matter of urgency. Scanned or photocopied ID sent via post or email is not acceptable.

NB – Your DBS Application online cannot be processed without your ID. Your ID is required legally so that we can confirm your identity and to complete an ID verification and Section Y Check against your DBS Application before it will be submitted for Police Records, Barred Lists and Crime and Convictions Checks. Therefore it is imperative your ID is correct and submitted urgently. Failure to do so will affect the length of time your DBS Application takes to be processed and may affect your ability to start work with Perry Beeches The Academy Trust.

Once you have begun your application online, please can you contact the HR Department by email at HResources@pb-theacademy.co.uk to confirm your application reference number and to ensure we can submit your application for checking.

If you would like further instructions on how to complete your DBS Application Online, please contact the Human Resources Department on 0121 289 3944 or email HResources@pb-theacademy.co.uk.

Please turn over for link –

Please follow this link and click on the **Orange** box to begin a new application;

<https://disclosure.capitarvs.co.uk/schoolshr>

Please use the log on details below;

Organisation Reference

PBIVB13AA

Password

DBSCHECKS