



Guidelines for CRB Applicants

The following notes are to guide you through successfully completing the CRB Application form. So that you are able to take up your post (whether paid or voluntary) as soon as possible, it's important that the form is completed accurately in order for it to be submitted to the CRB (Criminal Records Bureau) for a swift response.

Why do I need a CRB check?

You will have been given the CRB disclosure form if you are about to take up a post that brings you into contact with either children or vulnerable adults and is likely to place you in a position of trust. The London Diocese is committed to providing safe environments for our children and vulnerable adults as set out in 'Children in the Diocese of London'. We are therefore committed to carrying out CRB checks as part of our recruitment process when the role involves working closely with children or vulnerable adults.

What is an Enhanced Disclosure?

Completing an enhanced disclosure application will allow the CRB to check on your background. They will check for current and spent convictions, cautions, reprimands and warnings held on the police national computer and for any relevant information held by local police forces.

What happens after I've filled in the form?

Once you have filled in the form and taken it with evidence of your identity (see overleaf) to your Evidence Checker, they will send it to the person authorised to countersign the application in your area of the Diocese. The form will then be sent to the CRB where it will be processed. In the majority of cases the searches reveal no relevant information and your CRB certificate will be sent to you. A copy will also go to the person who countersigned the application.

On the rare occasions when the search reveals a history, you will be contacted to discuss the findings by one of our Risk Assessors. Risk assessments are continually carried out to ensure that our environments remain safe and this does not always mean that you won't be able to take up the post as intended.



Before you start, read through the instructions on the first page CAREFULLY! The form will be 'read' by a computer at the CRB and failure to follow these instructions will result in your form being returned by the Evidence Checker therefore delaying the process.

Identity documents

You need to show your Evidence Checker proof of your: current name, current address and date of birth. You do this by providing documents from the lists overleaf. You need either one of the documents in group 1 PLUS a further two documents (these can be from EITHER group one or two) or, if you cannot provide any documents in group 1, you will need to provide FIVE documents from group 2. All documents should be in good condition, original, not photocopies or computer printed.

Group 1

Passport

EU National Identity card

Identity Card for Foreign Nationals (ICFN)

UK Driving Licence (full or provisional) *1

Birth Certificate (UK & Channel Islands) *2

HM Forces ID card (UK)

Firearms Licence (UK)

Adoption Certificate (UK & Channel Islands)

PLEASE NOTE -

- *1 = photo licences must be produced with the associated counterpart licence
- *2 = certificate must have been issued within 12 months of the birth
- * = must be less than 3 months old

IF YOU NEED ANY FURTHER HELP, LOOK ON THE WEBSITE:

WWW.DIRECT.GOV.UK/CRB

Group 2

Marriage/Civil Partnership certificate

P45/P60 statement**

Bank/Building society statement*

Utility bill (e.g. Gas/electricity/water/telephone)*

Valid TV Licence**

Mortgage statement**

Store card, credit card or mail order statement*

British work permit/visa**

Court claim form**

Documentation issued by Court Services*

NHS card (UK and Channel Islands)

Benefit statement e.g. child allowance/pension*

Birth certificate

Addressed payslip*

Financial statement (e.g. Pension/ISA)**

Vehicle registration document

Letter from a head teacher*

General Medical Council certificate

National Insurance card (UK and Channel Islands)

Connexions card (UK and Channel Islands)

General Medical Council (GMC) certificate

Exam certificate (GCSE/NVQ/'O' Levels/degree)

Addressed payslip*

Document giving entitlement to benefits*

Insurance certificate **

Council Tax Statement**

CRB Disclosure - Scotland**

The Golden Rules

- make sure that you complete the form in BLACK ink and use CAPITAL letters.
- make sure you complete ALL information relating to yellow sections EXCEPT sections relating to the ISA.
- make sure you enter dates in the correct format all (EXCEPT your date of birth (A14) and date of signature (E)) will ask for month and year format i.e. MMYYYY/062011.
- if you make a mistake, put one horizontal line through and rewrite - don't use correction fluid.
- if you select both the yes and no boxes in error, circle the correct box.

Part A

Box 3 - Ensure you record ALL your forenames.

Box 4 - If you have been known by other names please enter surname AND forename(s) in boxes 5 & 6 (even if your forenames haven't changed!)

Box 20 - If you have a National Insurance number, you must enter it in box 21.

Box 22 - If you hold a valid UK driving licence, you must enter the number in box 23.

Box 24 - If you hold a valid passport, you must enter the details in box 25 - 27.

Box 28 - No longer applicable, you don't have to complete this (leave blank).

Box 30 - No longer applicable, you don't have to complete this (leave blank).

Part B/C

Ensure you enter your address history for the past 5 years and that the dates are concurrent i.e. make sure that if you left an address in 062008, you moved in to your new address in 062008 (not 072008!)

DO NOT FILL IN OR MARK SECTION D IN ANY WAY

Part E

Make sure you cross the relevant box, date and sign the application.

Now you need to take your form and your original evidence documents to your nominated Evidence Checker! PLEASE DO NOT COMPLETE PARTS W,X,Y OR Z