



www.pact-hr.employmentcheck.org.uk

A background image showing a group of people in a classroom setting. A man in a white shirt and tie is looking at a tablet, while a woman and a young girl look on. The scene is overlaid with a semi-transparent purple filter.

PACT-HR DBS Online Applicants Guide

This manual will assist you in completing your online application.

Completing the PACT-HR DBS Online Application Form

Once an application has been set-up by the organisation that are conducting the DBS check, you as an applicant will automatically receive an automated email containing your login details and a link to the employment check website to enable you to complete your online application.

Logging in takes you directly to the online application form as shown below:

The screenshot shows a web application interface for a DBS application. On the left, there is a vertical menu with three items: 'Home', 'FAQ', and 'Logout'. The main content area is titled 'DBS APPLICATION : Disclosure Application Form' and includes a welcome message: 'Welcome, Chris Steele'. Below this, there are navigation links: 'Details >> Addresses >> Names >> Confirmation' and a note: 'You must fill in the fields marked with a *'. The form is divided into two main sections: 'Applicant Details' and 'Current Address Details'. The 'Applicant Details' section includes fields for: '*Title:' (dropdown menu with 'Mr' selected), '*Surname:' (text input with 'BLOGGS'), '*Forename:' (text input with 'JOE'), 'Middle name(s):' (two empty text input fields), '*Gender:' (radio buttons for 'Male' and 'Female', with 'Male' selected), '*Date of Birth:' (three dropdown menus for day, month, and year, with values '01', '01', and '1980' respectively), and 'National Insurance Number:' (three text input fields separated by a hyphen and a dropdown menu). The 'Current Address Details' section includes a prompt: 'Please provide one of the following: a Flat Number, a House/Building Name or a House Number.' followed by four text input fields: 'Flat Number:' (with '1'), 'House/Building Name:', 'House Number:', and '*Street:' (with 'ASD').

A Frequently Asked Questions (FAQ) guidance page is also available via the menu on the left hand side of the window.

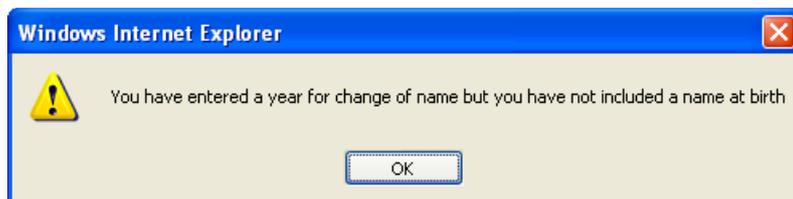
Address line 2:	
*Town:	ASD
County:	
Post Code:	ME3 8NF
*Country:	United Kingdom
*Current Address Since:	01 2004
Details of position for which application is being requested	
Position applied for:	TEACHER
Organisation name:	KCC
Working at Home Address:	No
Click here if these details are incorrect	
Additional personal details	
Surname at birth (if different):	<input type="text"/>
Used until:	Y <input type="text"/>
Place of Birth	
*Town/City:	ASD
County/District:	
*Country:	United Kingdom
Nationality:	<input type="text"/>
Contact number:	<input type="text"/>
Next 2 of 4	

Your full name as well as your employment details will already be entered. If these details are incorrect, you should contact your Administrator, using the link in the “Details of position for which disclosure is being requested” section.

You (the applicant) should then proceed with completing the fields on the application. Mandatory fields are denoted with an asterisk. Holding your mouse over the tool tip () icon will provide additional detail as to the information required.

All of the key fields on the online application form are validated to prevent invalid data entry. Some common errors include selecting Mrs as a title and not entering a previous surname or not including the town/city of birth. The system will not allow progression on to the next stage of the application form if you have not completed a compulsory field on the form.

Below are two examples of error message pop-ups to alert applicants of an error:



For ease of completion, the application form is split over four pages. Each completed page is saved, allowing applicants to complete the form in stages if required.

If you have not submitted the required five-year continuous address history then you will not be able to proceed through the application until you have added this. Overlaps are permitted, however the system will pick up any gaps in address history, as illustrated below:

Disclosure Application Form

[Details](#) >> [Addresses](#) >> [Names](#) >> [Confirmation](#)

Please provide your 5-year address history from the date the application form is submitted. You should include overseas addresses where necessary. There must be no gaps in the addresses provided for this period.

Please give full address details including postcode and the dates at which you resided at these addresses.

If you do not provide a full 5-year address history you will not be able to submit the form

Missing: You must provide full history for last 5 years

Previous Addresses			
*Please provide at least one of the following: a Flat Number, a House/Building Name or a House Number.			
Flat Number:	<input type="text"/>		
House/Building Name:	<input type="text"/>		
House Number:	<input type="text"/>		
*Street:	<input type="text"/>		
Address Line 2:	<input type="text"/>		
*Town:	<input type="text"/>		
County:	<input type="text"/>		
Post Code:	<input type="text"/>		
Country:	United Kingdom <input type="button" value="v"/>		
*Used From: <input type="button" value="i"/>	M <input type="button" value="v"/>	Y <input type="button" value="v"/>	
*Used To: <input type="button" value="i"/>	M <input type="button" value="v"/>	Y <input type="button" value="v"/>	
<input type="button" value="Add address"/>			
Address	Date from	Date to	
1 ROAD TOWN ME10 1QX GB	01 - 2010	02-2013	<input type="button" value="Edit"/>

Once five years continuous address history has been provided, you have the option to add additional addresses used in this period (e.g. student addresses) or to progress onto the next stage of the application.



Address	Date from	Date to	
1 HIGH STREET MAIDSTONE KENT ME11 1AA GB	01 - 2010	11-2012	<input type="button" value="Edit"/>
2 HIGH STREET MAIDSTONE KENT ME11 1AA GB	01 - 2005	01-2010	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

If you make a mistake you (the applicant) are able to edit and delete addresses as well as navigate to previous page(s) of the application form.

After entering your address history, you will then be prompted to enter the details of any previous surnames or forenames as shown below:

Disclosure Application Form

Details >> Addresses >> Names >> Confirmation

You must fill in the fields marked with a *

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used

Other names used

*Name type:

*Other name used:

*Used From:

*Used Until:

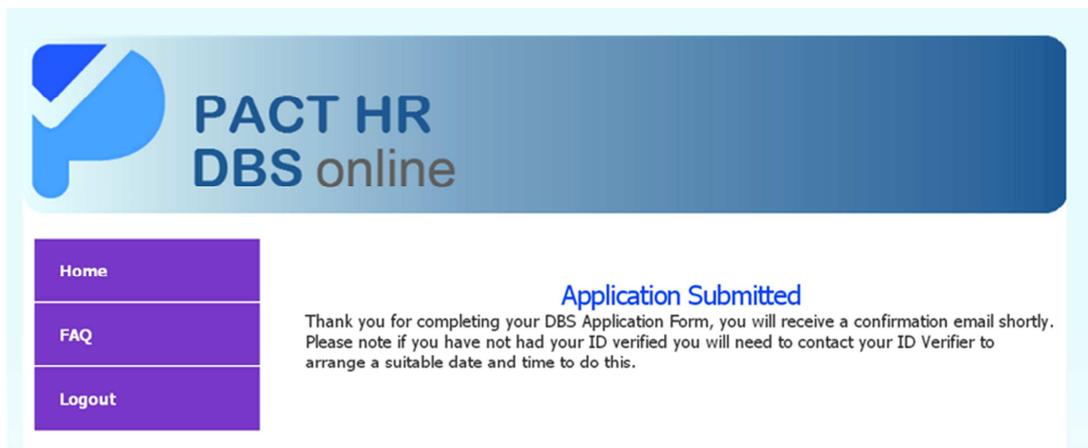
Once you have entered any previous names this will preview below the entry fields. If you do not have any previous names you will be able to progress through to the last stage of the application.

Once this has been completed, the final page of the application form allows you to preview all of the information that you have entered. If your notice there is an error on the form you can navigate back to the screen with the incorrect information and amend it.

Applicant Details		
Current name:	MR JOE BLOGGS	
Gender:	MALE	
National Insurance Number:		
Position Details:	CHILD AND ADULT WORKFORCE TEACHER in ACADEMY TEST	
Date of birth:	11-07-1985	
Surname at birth (if different):		
Place of birth:	GREATER LOOMING	
Contact Number:		
Are you a volunteer:	NO	
Address History		
Address	Date from	Date to
10 HIGH STREET WOULDHAM ME9 2PN GB	10-1994	02-2014
Applicant declaration and consent		
*Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?: [?] <input type="radio"/> Yes <input type="radio"/> No		
Declaration by Applicant		
I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence. [?]		
*Please tick to confirm: <input type="checkbox"/>		
Previous 3 of 4	Submit	

You (the applicant) must then indicate whether you have had any convictions, cautions or warnings which would not be filtered and confirm your acquiescence of the “Declaration by Applicant” otherwise you will not be able to submit the application.

Once submitted all applicants will receive an onscreen confirmation (see below) and email.



If you (the applicant) fail to submit your form an automated reminder email will be sent to yourself every 7 days by the PACT-HR DBS Online Team, with a notification also sent to the ID Verifier.

Once you have submitted your application form, you should arrange to produce your identity documents to the organisation requesting this check, in order that the DBS check process can be completed.

You can find the list of acceptable documents using this link:

<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

The verifier will be checking to your documents to confirm your full name, date of birth and current address. Please ensure that at least one of your documents is from group 2B to confirm your address (a driving licence is not a trusted document for evidence of current address).

If at all possible one of the documents should have your photograph on.

If there is any reason as to why there is a delay in the completion of the application form, or providing evidence of identity documents for inspection, please inform the PACT-HR DBS Online Team on 01274 436644 so we can place the DBS application on hold to prevent the email reminders, until you are able to complete the application.