

DRB APPLICATION FORM

A: Applicants details

TITLE MR _ MRS _ MISS _ MS _ OTHER _ (pls circle as applicable)

SURNAME _____

FORENAMES _____

CURRENT ADDRESS 1 _____

TOWN/CITY _____

COUNTY _____

POSTCODE _____

AT CURRENT ADDRESS SINCE (month & year) _____

DATE OF BIRTH _____ SEX _____

NATIONAL INSURANCE NUMBER _____

VALID UK DRIVING LICENCE _____

PASSPORT NUMBER _____

COUNTRY OF ISSUE _____

ISA REGISTRATION NUMBER _____ (if applicable)

B: Details and positions for which disclosure is required

POSITION APPLIED FOR _____

C: Additional personal details

SURNAME AT BIRTH (IF DIFFERENT) _____

USED UNTIL year) _____

ANY OTHER SURNAME USED _____

USED FROM (year) _____ USED TO (year) _____



CITY SUPPORT
c h a n g i n g l i v e s

PLACE OF BIRTH (please enter town/city names & country/district names in full as recorded on your Birth Certificate)

TOWN/CITY_____

COUNTY/DISTRICT_____

BORN IN UK YES_ NO_

IF NO, PLEASE STATE COUNTRY_____

NATIONALITY_____

HOME TELEPHONE NUMBER_____

WORK TELEPHONE NUMBER_____

E-MAIL ADDRESS_____

D: PROVIDE OTHER ADDRESSES WHERE YOU HAVE LIVED TO COMPLETE LAST FIVE YEARS WITHOUT A BREAK, USE CONTINUATION SHEET IF NECESSARY

ADDRESS 2_____

TOWN/CITY_____

COUNTY_____

POST CODE_____

PERIOD AT PREVIOUS ADDRESS FROM (month & year) _____ TO _____

ADDRESS 3_____

TOWN/CITY_____

COUNTY_____

POST CODE_____

PERIOD AT PREVIOUS ADDRESS FROM (month & year) _____ TO _____

ADDRESS 4_____

TOWN/CITY_____



CITY SUPPORT
c h a n g i n g l i v e s

COUNTY _____

POST CODE _____

PERIOD AT PREVIOUS ADDRESS FROM (month & year) _____ TO _____

DECLARATION BY APPLICANT

Have you been convicted of a criminal offence or received a caution, reprimand, or warning?
– (YES) (NO) if (YES) provide details through your consultant.

DBS REQUIREMENTS

Every person who wishes to be security checked will have to fill our Internal Security Form. You are also required to provide any of the following documents (original documents only):

GROUP 1

- Valid Passport
- UK Driving License
- Birth Certificate
- Valid Photo Identification (driving license, student card)

GROUP 2

- Valid Work Permit or Student Letter
- National Insurance Card (or application letter)
- Non-UK Birth Certificate
- Valid NHS Card
- Certificate of British Nationality
- Utility Bill
- Bank Statement
- P45 or P60
- Marriage Certificate
- Valid Vehicle Registration Document
- Valid Insurance Certificate
- Addressed Payslip
- Valid TV Licence
- Mortgage Statement
- Credit Card statement
- Store Card Statement
- Connections Card
- Financial Statement (i.e., pension-endowment)
- Correspondence/Documentation from Benefits Agency, local Authority, Inland Revenue
- Child benefit Book
- Mail Order Catalogue statement
- Court Summons
- Exam Certificate

Please note:

- If you provide 1 Document from Group 1 you also need to provide 2 more Documents from Group 2
- If you provide 2 Documents from Group 1 you also need to provide 1 more Document from Group 2
- If you do not provide any documents from Group 1 you will need to provide 5 documents from Group 2

A fee of £60.00 is chargeable for your CRB. Once the form is sent to Criminal Records Bureau it takes between 4-6 weeks for a reply. You will receive a copy as will our Head Office, as soon as CRB sends us a copy you are eligible to work through the agency.