

Disclosure and Barring Service Check

As your role involves working with children and/or adults, you are required to complete a Disclosure and Barring Service check. This check is completed on-line, therefore you will need access to the internet. If you do not have home internet access, this is available at any library in the borough. Please ensure that you read the attached applicant guidance notes before you complete the online application.

Please note that you have all required information to hand before you begin:

- Full five-year address history, including correct door number and postcode.
- If you have lived overseas you must enter the correct address information or follow the guidance given on-screen.
- Names & dates when you changed your name through marriage/divorce.
- Full details of any other name changes and dates of changes from birth (note changes to forenames **and** surnames should be recorded).

To login to complete your application, please visit:

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

Welcome

Standard / Enhanced DBS Application
Select this box to submit an application for a Standard or Enhanced level DBS check.
[Start Application →](#)

Basic Disclosure Application
Select this box to submit an application for a Basic Disclosure Check.
[Start Application →](#)

Application Management
Select this box if you have a user account for your organisation to access submitted eBulk Applications.
[Login →](#)

[Privacy Policy](#) [Safe Handling Policy](#) [Applicant Consent Form](#) [Rehabilitation of ex-offenders Policy](#) [Template Payments](#) [Cancellations Policy](#) [Payments Delivery Policy](#) [Payments Privacy Policy](#)

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Select 'Start application' in the **Basic Disclosure** application box. **DO NOT USE** the Standard' Enhanced DBS Application.

Your Candidate Password: This is provided in the **Disclosure and Barring Service** check section of your conditional offer letter.

Organisation reference: This reference has been given to you in the Disclosure and Barring Service check section of your conditional offer letter.

When you reach the Employment Information section of the application- Employment details- please ensure you enter the “position Applied For” **job title exactly how it appears in the Disclosure and Barring Service Check section of your conditional offer letter**. If you are experiencing any problems or have any queries regarding functionality of the On-Line Application Form, then please contact the CRVS Client Relations Team on 0870 850 2516 (Option 1). Lines open 9.00am-5.30pm Monday to Friday. Alternatively, you can contact them by e-mail at crb.enquiries@capita.co.uk. For any other queries, please contact HR Business Support Officer.

Please follow the link below to access the Basic DS Online Disclosure guide and applicant notes:
[Basic Disclosure Guide](#)