**DBS eBulk Pack**

This pack contains the necessary documents for a volunteer applying for a DBS role. Additional documents may still need to be completed but have not been included in this pack due to them only being required for specific roles (e.g. driving).

**Document Guide**

Applicants must complete the first 3 pages of this document.

RVS must complete all remaining forms with details obtaining signatures where necessary.

Next Steps and DBS Update Service information must be given to ALL applicants.

The uCheck eBulk DBS Consent Form is only required if the applicant is not entering their own DBS information.

The DBS Guidance Notes are only required where applicants need to submit their information on paper. The recommended process is to use eBulk for all DBS applications, however, there may be times where Route 1 identification is not possible so a paper form can be used in these instances.

|  |
| --- |
| Please attach 1 passport size colour photograph here with a paperclip ensuring applicants name is on the reverse  |

# Royal Voluntary Service

Volunteer Application Form England and Wales

**Private and Confidential**

## PLEASE COMPLETE ALL DETAILS ON THE APPLICATION FORM USING CAPITALS AND BLACK INK

|  |
| --- |
| **1. Personal details**  |
| Title  | Forename(s)  |
| Surname | Known as  | Date of Birth  |
| Address |
|  | Postcode  |
| Daytime telephone  | Evening telephone  |
| Mobile  | Email  |
| How would you prefer us to communicate with you? Phone Email Mobile Text (please circle)  |
| Main language  | Other languages  |
| **2. Employment status** please tick the most appropriate box  |  |
| Employed  |  | Name of Employer  |  |
| Unemployed  |  | Retired  |   | Student  |   |
| Not currently seeking work  |  | Other (please specify)  |  |
| **3. How did you hear about volunteering opportunities with Royal Voluntary Service?**  |
|           |
| **4. Skills and experience**  |
| Please use this box to tell us about the skills, interests and experience you feel you have to offer. Also, please tell us what you would like to get out of your volunteering experience (make friends, learn a new skill, keep active, experience for your CV).       |

|  |
| --- |
| **5. Driving** please circle the appropriate answer  |
| Are you willing to drive for Royal Voluntary Service? **Yes / No**   |
| If Yes then a Driver Declaration Form and Drivers Risk Assessment will also need to be completed.  |
| **6. Emergency contact details**  |
| Title  | Forename  | Surname  | Relationship  |
| Address  |
|   | Postcode  |
| Daytime telephone  | Evening telephone  | Mobile  |
| **7. References**  |
| Please provide the names of two referees – we will only collect a reference from one of these. Ideally they should be a friend or neighbour. They must be over 18 years of age, **should not** be directly related to you and you should have known them reasonably well for at least two years. **‘Reasonably well**’ means meeting with them either socially or on business regularly. ‘**Directly related**’ means related by blood or marriage **(including partner). Please note** Doctors and Teachers can be extremely difficult to obtain references from. Volunteers may not begin their role until a satisfactory reference has been received by Royal Voluntary Service. Please provide **full** address (mandatory) and telephone number. Email address if available.  |
| **Reference 1**  | **Reference 2**  |
| Title  | Forename  | Surname  | Title  | Forename  | Surname  |
| Relationship  | Relationship  |
| Full Address   Postcode  | Full Address   Postcode  |
| Telephone  | Telephone  |
| Email  | Email  |
| Preferred Communication Method  | Preferred Communication Method  |

|  |
| --- |
| **8. Personal Declaration- Any false information given could affect your volunteering role**  |
|  | I agree to inform my emergency contact that I have nominated them as such  |
|  | I agree to references being taken either in writing or by telephone  |
|  | I confirm that the personal information supplied is accurate  |
|  | When accepted as a volunteer I agree to abide by the Royal Voluntary Service Volunteer Agreement and the Code of Conduct  |
|  | I understand that my work with Royal Voluntary Service may involve issues and situations of a sensitive nature and I agree to maintain confidentiality at all times  |
|  | I agree to a Disclosure & Barring check (England and Wales) or a PVG/Disclosure check (Scotland) being carried out if required for the role  |
| **Using your personal information** We will hold the personal information collected about you on this form on file and/or on our computer systems and with the exception of the circumstances described below, we will only use your information in connection with our provision of services to you. We may also need to share your personal information with organisations providing services to us or to you on our behalf, but where we do, we will tell the organisations to only use the information disclosed in connection with such services.  There may be other occasions where your information will need to be used or disclosed. For example, in cases of extreme concern regarding your welfare or where we consider there is a serious risk to you or to others. In these cases we will document the reason for the disclosure and keep a record of the information disclosed and, we will discuss the disclosure with you and/or your representative after the event.  We will not otherwise use or pass on the personal information in this form without obtaining consent from you or your representative first. By signing this form you agree that we can use your personal information in the ways described above.  |
| Signed  | Date  |

## Volunteer Diversity Monitoring Form

The following questions are designed to help us monitor our success in attracting a wide range of people from different backgrounds and will be used for no other purpose. This information will not be used in the selection of volunteers.

Please complete the details below:

|  |
| --- |
|  Parental/guardian consent  For all volunteers under the age of 16, parental/guardian consent is required before volunteering can start.  I give my consent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ becoming a volunteer with Royal Voluntary Service.  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to volunteer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |

|  |
| --- |
|  Please tick the appropriate box:  Gender: Male Female  Disabled: Yes No  If Yes, please give details of your disability \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    |

|  |
| --- |
|  My origin is:  Arab Asian Bangladeshi Asian Chinese  Asian Pakistani Asian Indian Asian Other  Black African Black Caribbean Black Other  Mixed Other Mixed W & B African Mixed W & B Caribbean  Mixed White & Asian White British White Gypsy/Roma  White Irish White Irish Traveller White Other  Other Ethnic Group (Please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |

## TO BE COMPLETED BY INTERVIEWER

**Candidate’s name:**

|  |
| --- |
| **INTERVIEWED BY ROYAL VOLUNTARY SERVICE**  |
| Name of interviewer  | Interviewer Employee/LM Number  |
| Role  |
| Date  |
| Telephone  |
| Signature of interviewer  |
| **HUB & SERVICE INFORMATION**  |
| Hub name  | Hub Service Code  |
| Local service name  |
| Local service code | Postcode  |
| Telephone |
| **Role applied for**  |
| **These roles require a DBS check (see DBS Eligibility table for level of check required)**  | **These roles require only Royal** **Voluntary Service reference checks**  |
| **Regulated Roles – Enhanced with Barred List Check**  | Retail shop or café volunteer  |   |
| Supervisor of a young person  |   |
| Volunteer Befriender scheme  |   | Meet & Greet (hospital) Volunteer  |   |
| Volunteer Good Neighbour  |   |
| Home from Hospital Volunteer  |   | Darby & Joan Clubs / Social Centres / Lunch Clubs  |   |
| Volunteers in referral only lunch/social club (providing physical assistance with eating, drinking, washing, toileting)  |   |
| Volunteer Administrator  |   |
| Volunteer Driver (Transport) or Home from Hospital transport (where conveying to health appointments)  |   |
| Volunteer Fundraiser  |   |
| Hospital Guiding/Escort (where conveying to health appointments)  |   |
| Volunteer Recruiter  |   |
| Manager of a Regulated Services (roles listed above)  |   |
| **Enhanced Checks – without Barred List Check**  | Customer Support (Volunteer)  |   |
| On ward volunteers  |  | Telephone Befriending Volunteer  |  |
| Meals on Wheels Volunteer Driver & Deliverer  |   | Recovery & Resilience Volunteers  |   |
| Books on Wheels (Home Library) Volunteer  |   | Meals on Wheels (Volunteer) Driver Only  |   |
| Skillswap Volunteer  |   |
| Manager of Enhanced Service (roles listed above)  |   |
| **Standard Check**  | Books on Wheels (Home Library) Driver  |   |
| Retail Trolley \* (Only where required/requested by Trust)  |   |
| **If the volunteering role does not appear in above, please provide details of the role below in order that we can proceed with the application (N.B. if you are unsure if the role requires a DBS check, please contact your line manager)**. |

|  |  |
| --- | --- |
| **Checklist**  |  |
| Have you attached a photograph?  |  | Or email photo to generalsupport@royalvoluntaryservice.org.uk  |  |
| Has the form been signed by: - Applicant?  |  | Are reference details complete?  |  |
|  - Parent/guardian (if required)?  |  | Are the local service details complete?  |  |
|  - Interviewer?  |  | Has a DBS form been completed (if required) |  |



## Confirmation of Identification

Please complete this document when completing a DBS application and where necessary send to your nominated processing site for input and counter signing.

All employees and volunteer must provide where required, original documents to verify photographic proof of identity and address confirmation.

To process the application via eBulk, applications must provide a passport and/or driving licence and follow Route 1.

### Route 1

The applicant must be able to show:

1. document from Group 1
2. further documents from either Group 1, or Group 2a or 2b, below At least one of the documents must show the applicant’s current address.

### Route 2

The applicant doesn’t have any of the documents in Group1, then they must be able to show:

1. document from Group 2a
2. further documents from wither Group 2a or 2b

At least one of the documents must show the applicant’s current address.

### Route 3

Route 3 can only be used if it’s impossible to process the application through Routes 1 or 2 For Route 3, the applicant must be able to show:

* A birth certificate issued after the time of birth (UK and Channel Islands)
* 1 document from Group 2a
* 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant’s current address, if the applicant can’t provide these documents they may need to be fingerprinted.

Enter details/circle the appropriate response

|  |  |
| --- | --- |
| **Employee/Volunteer Name:**  |   |
| **Position applied for\***  |   |
| **Workforce\*\***  | Child workforce / Adults workforce / Child and Adults workforce / Other workforce  |
| **Employment status**  | Employee / Volunteer  |
| **DBS Type\***  | Standard / Enhanced / Enhanced Barred List  |

\*Refer to the DBS Role Requirement Table **(Document Library > Operations > DBS Eligibility Guide)**

\*\*Refer to the Disclosure and Barring Service (DBS) Guidance Notes

**Are they a Member of the DBS Update Service?**

If yes, the applicant may not need to complete a DBS application if their existing certificate is of the same workforce and type. We may be able to complete a Status check.

### Group 1: Primary identity documents

Please indicate which documents have been seen by marking ‘X’ in the box

|  |  |  |
| --- | --- | --- |
| **Document**  | **Notes/Numbers**  | **X**  |
| **Passport**  | Any current and valid passport  |   |
| Birth Nationality/Birth Surname  |   |   |
| Passport Issue date  |   |   |
| **Biometric residence permit**  | UK  |   |
| **Current driving licence – photo card**  | UK, Isle of Man, Channel Islands and EU (full or provisional  |   |
| Driving licence Country of issue  |   |   |
| Birth certificate – issued at time of birth  | UK and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces  |   |
| Adoption Certificate  | UK and Channel Islands  |   |

### Group 2a: Trusted government documents

 Please indicate which documents have been seen by marking ‘X’ in the box

|  |  |  |
| --- | --- | --- |
| **Document**  | **Notes**  | **X**  |
| **Current driving licence – photo card**  | All countries (full or provisional) – All driving licences must be valid  |   |
| Driving licence country of issue  |   |   |
| Driving licence issue number  |   |   |
| Current driving licence – paper version  | UK, Isle of Man, Channel Islands and EU (full or provisional)  |   |
| Birth certificate – issued after time of birth  | UK and Channel Islands  |   |
| Marriage/civil partnership certificate  | UK and Channel Islands  |   |
| HM Forces ID card  | UK  |   |
| Firearms licence  | UK, Channel Islands and Isle of Man  |   |

### Group 2b: Financial and social history documents

 Please indicate which documents have been seen by marking ‘X’ in the box

|  |  |  |  |
| --- | --- | --- | --- |
| **Document**  | **Notes**  | **Issue date and validity**  | **X**  |
| Mortgage Statement  | UK or EEA  | Issued in last 12 months  |   |
| Bank or building society statement  | UK and Channel Islands or EEA  | Issued in last 3 months  |   |
| Bank or building society account opening confirmation letter  | UK  | Issued in last 3 months  |   |
| Credit Card Statement  | UK or EEA  | Issued in last 3 months  |   |
| Financial statement, e.g. pension or endowment  | UK  | Issued in last 12 months  |   |
| P45 or P60 statement  | UK and Channel Islands    | Issued in last 12 months  |   |
| Council Tax statement  | UK and Channel Islands  | Issued in last 12 months  |   |
| Work permit or visa  | UK  | Valid up to expiry date  |   |
| Letter of sponsorship from future employment provider  | Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application  | Must still be valid  |   |
| Utility bill  | UK – not mobile telephone bill  | Issued in last 3 months  |   |
| Benefit statement, e.g. Child Benefit, Pension  | UK  | Issued in last 3 months  |   |
| Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work & Pensions, the Employment Service, HRMC  | UK and Channel Islands  | Issued in last 3 months  |   |
| EU National ID card  | -  | Must still be valid  |   |
| Cards carrying the PASS accreditation logo  | UK and Channel Islands  | Must still be valid  |   |
| Letter from head teacher or college principal  | UK – for 16 to19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided  | Must still be valid  |   |

|  |  |
| --- | --- |
| **For eBulk applications only**  |  |
| National Insurance Document seen  | (Type Letter/card etc.)  |
| Mothers Maiden Name  |   |

|  |
| --- |
| **Applicant confirmation**  I, the undersigned applicant, give my permission for Royal Voluntary Service to make any alterations to my DBS application form.   |
| Applicant Name:   | Applicant Signature:  | Date:  |

|  |
| --- |
| **Interviewer/ID Checker confirmation**  I, the undersigned, confirm that I have seen the required number of forms of identification for the above named prospective employee/volunteer.   |
| Name:  Position:  Service/Site:  | Interview/ID Checker Signature:  | Date:  |

|  |  |
| --- | --- |
| Disclosure and Barring Service (DBS) Clearance Information and ID Check |  |
| It is important to write **clearly** and **all information** must be entered even if it is very old or never used. | Checked (initial ID) |
| Date |  | Title |  | Gender | M / F |  |
| Surname |  |  |
| All first and middle names even if never used |  |  |
| Have you ever been known by any other name? | Yes / No Details must be entered overleaf |  |
| Date of birth |  | Town of birth |  |  |
| Country of birth |  |  |
| Birth nationality |  |  |
| Mothers Maiden Name |  |  |
| Current Address including postcode(This is the address the DBS certificate will be sent to, enter other current addresses overleaf) |  |  |
| Dates at current address (month/year) |  |  |
| Is this less than 5 years?  | Yes / No Details must be entered overleaf |  |
| Address ID produced, eg: bank statement, P45/P60, official correspondence (specify), etc. |  |  |
| Passport number |  |  |
| Date of issue |  |  |
| Nationality on passport |  |  |
| Country of issue |  |  |
| Driving licence number |  |  |
| Date of issue |  |  |
| Country of issue |  |  |
| Licence type: Photo or Paper or both |  |  |
| Birth certificate number |  |  |
| NI number |  |  |
| NI ID produced. If not card, enter document type and reference  |  |  |
| Other ID from group 2a or 2b, please specify |  |  |
| Portable UK DBS reference number |  |  |
| Scottish Vetting and Barring number |  |  |
| I consent to Royal Voluntary Service undertaking a DBS check, storing my ID details for administrative purposes, having a copy of my DBS certificate and I agree that it may be verified. I am applying for the DBS check to volunteer for Royal Voluntary Service and understand that it is illegal for this application to be made for any other purpose. |
| Signature |  | Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? | Yes/No |

All names must be entered even if they haven’t been used for years or have never been used

|  |  |
| --- | --- |
| Previous name |  |
| Dates used (month/year) |  |
| Previous name |  |
| Dates used (month/year) |  |
| Previous name |  |
| Dates used (month/year) |  |
| Previous name |  |
| Dates used (month/year) |  |
| Address history must go back 5 years |  |
| Previous address |  |
| Dates lived at this address (month/year) |  |
| Previous address |  |
| Dates lived at this address (month/year) |  |
| Previous address |  |
| Dates lived at this address (month/year) |  |
| Previous address |  |
| Dates lived at this address (month/year) |  |
| Previous address |  |
| Dates lived at this address (month/year) |  |
| Previous address |   |
| Dates lived at this address (month/year) |  |

## uCheck eBuCheck eBulk DBS Consent Formulk DBS Consent Form

**GUIDE FOR: (Name of applicant)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Royal Voluntary Service site , retain this section with application forms)

|  |
| --- |
|  **CONSENT FOR: (Name)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| By accessing the Services I acknowledge and consent that you may collect and/or receive certain personal information about me. The information that you collect may vary depending on what Service I am accessing. I understand that all of my information (including my personal data) will be collected and processed in accordance with your Privacy Policy, or your DVLA Privacy Policy in circumstances where I am accessing your Driver Check Service. I understand that I have been authorised to access these Services by virtue of a contract between you and ROYAL VOLUNTARY SERVICE and that my failure to comply with your Terms of Use, Privacy Policy (or DVLA Privacy Policy if applicable) will cause ROYAL VOLUNTARY SERVICE to be in breach of contract. I understand that I may withdraw this consent at any time by giving written notice to ROYAL VOLUNTARY SERVICE.   |
| **Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |

### Hand to all applicants that have completed a DBS application



### DBS Applications - Next Steps

Thank you for your interest in volunteering for the Royal Voluntary Service and for completing the required application forms.

Your Disclosure and Barring Service (DBS) check will now be sent to the Governments DBS department to complete the criminal records checks. This is standard procedure for all organisations that support vulnerable older people.

Within the next few weeks you will receive a Disclosure Certificate from the DBS Service. Please check this carefully and in the unlikely event that it contains any inaccuracies please contact the DBS to advise them on the contact number shown on your Certificate.

Your Certificate is an important document and should be kept safe.

#### Certificate has no recorded criminal convictions

If your Certificate has no recorded criminal convictions you will need to contact the Royal Voluntary Service office/site dealing with your application as they may need to see the original certificate to confirm and record the certificate number and the type of disclosure. If your application was processed electronically, using the eBulk system you will not be required to bring your certificate for review.

#### Certificate has records of criminal convictions

If your Certificate does show criminal convictions, our Lead Signatory located at our Cardiff Gate office will need to see the certificate.

Please send the original certificate or preferably a copy to the following **FREEPOST** address:

Strictly Private and Confidential

DBS Lead Signatory

Royal Voluntary Service

RTKZ-LCUB-RZRT (FREEPOST)

Beck Court

Cardiff Gate Business Park

Cardiff CF23 8RP

Alternatively you may email a scan of the DBS Certificate to: **DBS@royalvoluntaryservice.org.uk**

When sending your Certificate please quote your home postcode as a reference number.

If you have supplied a photocopy or scan this will be confidentially destroyed after processing, if you have supplied the original certificate this will be returned to you by post.



Occasionally we do see certificates that contain criminal convictions, and this may be a worry for some potential volunteers. Please be aware that criminal convictions do not automatically prevent someone from volunteering, so please do not be discouraged if your DBS certificate does show past offences.

Each application is reviewed sensitively and confidentially by our Lead Signatory at our Cardiff Gate office before a decision is made, and whatever the outcome, your confidentiality will always be maintained.

No information with regards to the contents of a DBS check is disclosed locally whether an application to volunteer is successful or not.

#### DBS Update Service

The Royal Voluntary Service repeat DBS checks periodically, and therefore we recommend that you register for the DBS Update Service. This means you may not have to complete the entire DBS process again, we simply check the status of your certificate online. This also means that your DBS check is portable, so you can use it for any other volunteering or employment that you

choose. The cost for volunteers to join this service is Free of Charge (£13 per year for Employees).

To register for the update service please goes to: **https://secure.crbonline.gov.uk/crsc/apply**

If your DBS application is in progress you will need your DBS Application number which starts with an E or F. DBS must receive your DBS application within 28 days of you applying for the update service. Alternatively you can use your certificate number and you will need to submit your application to join this service within 19 days of the certificate issue date.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |   |   |

Application number



If you require assistance with registering or you have any questions with regards to the DBS application process, or any other questions about volunteering with Royal Voluntary Service, please speak to your local team.

Thank you again for your application to volunteer with the Royal Voluntary Service and we look forward to you joining us very soon.



## DBS GUIDANCE NOTES

England & Wales

The recommended procedure for DBS applications is to use the eBulk system, however, in the event that Route 1 identification is not available, a paper DBS application can be submitted once it has been checked and signed by a Royal Voluntary Service counter signatory.

## PLEASE READ & FOLLOW WHEN COMPLETING DBS FORMS

**Forms will not be processed and returned immediately if not completed correctly.**

**PLEASE USE CAPITALS AND BLACK INK**  **DO NOT USE CORRECTION FLUID**

A1 Cross Title

A2 Add Surname

A3 Add first names including all middle names

A4 If yes, maiden names and all other names must be provided, include month and year **(There must be no gaps in month and year, if more than one name has been used)**

A14 Add date of birth

A15 Add gender

A16 Town of birth must be provided

A17 Country of birth must be provided

A20 If yes, national insurance number must be provided in A21

A22 If yes, driving licence number must be provided in A23

### (Driving Licence number is number 5 on licence and starts with Surname)

A24 If yes, passport number must be provided in A25

A26 Nationality must be provided

A27 Country of issue of passport must be provided

A30 If yes, Scottish PVG ID Scheme number must be provided in A31

B32 Current address must be provided, including month and year of residency **(A full five year address history is required, month & year with no gaps)**

Section D is not required – leave blank.

E55 Volunteer to cross

E56 Volunteer to sign

E57 Volunteer to date

W58 Name of evidence checker / Interviewer to be added W59 Evidence Checker / Interviewer to cross

**STOP YOU ARE NOT AUTHORISED TO COMPLETE ANY OTHER SECTIONS**

**PLEASE LEAVE THE REMAINING SECTIONS - THIS IS FOR COUNTER SIGNATORIES ONLY**