

# GUIDANCE FOR COMPLETING THE DISCLOSURE

## CERTIFICATE APPLICATION FORM



### **PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE FORM**

All trainees appointed to medical or dental posts must have enhanced disclosures completed prior to taking up their post as they will be working within posts which involve contact with children and vulnerable adults. An enhanced disclosure provides information in relation to spent and unspent convictions and information about attempted prosecutions that were unsuccessful or behaviour that might be indicative of criminal activity. This information will complement current pre-employment checks and will only be used for the specific purpose for which it was requested, i.e. making a recruitment decision, for which the applicant's full consent has been given when submitting the form. The Agency will only seek Disclosure Information after a candidate has been provided with a provisional offer of employment.

These guidance notes contain step-by-step notes on how to complete your Disclosure Application Form. If you have any questions about completing it, please call 028 9040 0000. You should complete **parts B – G and I** of the application form before forwarding it to the address on page 3. NIMDTA is responsible for completing parts E and G.

### **PART B – PERSONAL DETAILS**

B1	Title	Mark an 'X' clearly in the appropriate box.
B2	Surname	Enter your current surname or last name. This will be the name that appears on your Disclosure Certificate.
B3	Forename(s)	Please write your full first name not just initials. Include <b>ALL</b> your forenames if you have more than one.
B4	Name Usually Known by	Include any abbreviations, nicknames etc by which you are more commonly known by.
B5	Surname at Birth	If your surname at birth was different from your current surname, please provide details and the date during which the names were used. This would only be applicable where your surname is different from your current surname, e.g. marriage, deed poll etc.
B6	Any other Surname(s) used	<u>One of the boxes must be marked.</u> This applies to all other previously used surnames you have used during your lifetime, e.g. previous marriages, previous deed poll changes. Please also supply dates of changes.
B7	Any other Forename(s) used	<u>One of the boxes must be marked.</u> This applies to all previous forenames you have used during your lifetime and the dates when these names were used.
B8	Gender	Mark an 'X' clearly in the appropriate box. If you are transgender and do not wish to disclose your previous gender, please contact AccessNI for advice.
B9	Date of Birth	Enter the day, month and year you were born in the format dd/mm/yyyy – e.g. 04/03/1960.
B10	Place of Birth	Enter the name of the town and the country where you were born.
B11	National Insurance Number	Enter in the spaces provided. This can normally be found on your payslip or any personalized Customs and Revenue Documents. If you are in the process of applying for your national insurance number, please add this note onto an additional page, which should be sent in with your form.

B12	Driving Licence Number	Enter the full driving licence number as found on your UK driving licence (point 5 on your licence refers) and the issue date (point 4a on your driving licence refers). If you do not have a UK driving licence – enter N/A in the boxes provided.
B13	Passport	If no go to B17, if Yes you must complete B14 – B16.
B14	Passport Number	Enter your passport number. The passport should be valid.
B15	Nationality	Enter your nationality as indicated on your passport.
B16	Country of Issue	Enter the country your passport was issued in.
B17	Do you have an ISA Reg Number?	If yes, complete B18
B18	ISA Reg Number	
B19	Do you have a Scottish V&B No?	Is yes complete B20
B20	Scottish V&B No	
B21	Preferred Contact Number	Enter the number that you would prefer to be contacted on by AccessNI if necessary, e.g. mobile phone number.

### PART C – APPLICATION FOR REGISTRATION WITH ISA

**DO NOT COMPLETE THIS SECTION** - The Home Secretary announced on Tuesday 15<sup>th</sup> June that the Vetting and Barring Scheme (VBS) will be halted, pending a review by Government. This means that voluntary registration with the Independent Safeguarding Authority, due to start on 26 July 2010, will no longer be available. At this stage the timescale of the review is unknown, but developments will be updated on the Latest News section of AccessNI's website ([www.accessni.gov.uk](http://www.accessni.gov.uk)).

### PART D – APPLICANTS CURRENT & DELIVERY ADDRESSES

D1 – D6	Current Address	Please note that this will be the delivery address of the Disclosure Certificate if you do not provide an alternative address at D7 – D11. It should be your home address or, where this is not possible, Halls of Residence or temporary lodgings. Also include the date from which you have been a resident at this address. Each section <b>MUST</b> be completed. It is essential you supply a date at D6. If the date is within the last 5 years you must complete additional addresses to cover the full 5 years in Part E.
D7 – D11	Delivery Address	This is the address to which you would prefer AccessNI forward the Disclosure Certificate if you would prefer that it isn't sent to your current address. If it is the same as your current address please leave blank.

### PART E – ADDRESS HISTORY

E1 – E 12	Previous Address(es)	If you have lived at your current address for less than 5 years you will need to provide your <u>continuous</u> address history for the last 5 years. You should include addresses outside the UK where necessary. There must be no gaps in the dates provided; overlapping dates are acceptable. Please give FULL address details, including postcode and the dates at which you resided at these addresses, <b>including ALL student addresses</b> . <u>If you do not provide a full 5 year address history your form will be returned.</u> If you require further space you should use the approved Address Continuation Sheet which can be downloaded at <a href="http://www.nimda.gov.uk">www.nimda.gov.uk</a> .
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## PART F – NAMES HISTORY

F1 – F8	Names History	Only applies if you have any previous surnames or forenames not recorded in Part B6 and B7. This should be completed if you have answered yes to B6 or B7. There must be no gaps in the dates; overlapping dates are acceptable. If necessary, please use an additional page, clearly writing your current name and date of birth at the top of the page.
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## PART G – DECLARATION BY APPLICANT

G1 – G4	Declaration	Please read this section carefully as it is where you declare that all the information provided is correct and up-to-date. You must provide your signature and ensure that you print your full name and enter the date on this section of the form.
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## PART I – PAYMENT

Applicants are required to pay the fee of £30 for the enhanced disclosure certificate, this fee WILL NOT be paid by the Agency.

I1	Method	You should put a cross in the relevant box to demonstrate your method of payment, i.e. cheque or debit/credit card.
I2	Cheque Payment	If paying by cheque, make it payable to 'AccessNI'. You should complete the details of the cheque in the boxes provided.
I3 – I9	Credit / Debit Card Payments	If paying by credit or debit card, please provide the details in the boxes provided and sign.

**Please return the completed form, ID documents and cheque (if applicable) marked private and confidential to:**

Human Resources Department  
NIMDTA  
Beechill House  
42 Beechill Road  
Belfast, BT8 7RL

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH NIMDTA. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES OR OTHER INFORMATION CONTAINED ON A DISCLOSURE CERTIFICATE OR PROVIDED DIRECTLY TO US BY THE POLICE.

A copy of the Agency's policy on Disclosure Certificates, the Recruitment of Ex-Offenders and the AccessNI code of practice can be accessed from the Agency's website (<http://www.nimdt.gov.uk/human-resources/hr-policies/>)

**Please note that it can take in excess of 4 weeks for an application to be processed therefore forms must be submitted as soon as possible.**