

- Ensure all identification provided by each applicant is valid to use. A list of acceptable documents can be found on: www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide
- The additional sheet you must use can be downloaded and printed from the DBS website using the following link:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/193483/Continuation_sheet_v4.pdf

Please ensure that all forms have been thoroughly checked before sending to The Teaching Executives as the following are regular errors which arise:

- Written details are illegible.
- Details not completed in black ink.
- Discrepancies with names.
- Middle name(s) not submitted.
- Maiden name(s) not submitted.
- Title of applicant not confirmed.
- Applicant has stated their title as Doctor/Dr but has not marked if they are Mr, Mrs, Miss or Ms. This still has to be completed, in addition to Doctor being stated.
- Different date of births submitted.
- Gender of applicant not confirmed.
- National Insurance Number not confirmed.
- Incorrect position applied for and organisation's details incomplete in Section W & X.
- Addresses are not in chronological order.
- Incomplete 5 years address history.
- Country not provided in addresses, regardless if it is a UK address.
- Place of birth incomplete.
- Document unsigned by applicant.
- Lack of identification submitted or not valid.
- List of identification submitted not provided on a separate DBS additional sheet.
- A DBS additional sheet has not been used for other information.
- DBS additional sheet is unsigned.
- The 'declaration by the applicant' section is incomplete..
- No confirmation if the application is for a free of charge volunteer post.
- The application form has been signed in Section Y by your organisation. This section must be signed by a representative from The Teaching Executives Ltd.

Further information on completing the DBS application forms can be found on the front of the DBS application forms or by visiting the DBS website:
www.gov.uk/disclosure-barring-service-check/overview

Please return the completed forms back to The Teaching Executives Ltd, enclosing a cheque for £56.00 per application made payable to The Teaching Executives Ltd and the original copy of the DBS letter on headed paper confirming you will adhere to the DBS Code of Conduct.

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