



## Enhanced DBS application guide for candidates.

Here is a step-by-step guide for enhanced DBS applications. Before you begin, please ensure that you have provided Smile Education [acceptable documentation](#) to be used for your DBS application.

**Please note that you are only required to complete [stages 1 – 3](#) of your application.** Once you have submitted your payment, Smile Education will finalise stages 4 – 6.

To prevent delays in your application, you must declare:

- Your **full name** including any **middle name(s)** shown on your personal ID documents - (**Stage 1**)
- All **previous names**, if applicable. You must declare any names you have formally used if different to your current name and declare the dates you were known under any previous name(s) – (**Stage 2**)
- **Unspent convictions, cautions, reprimands or final warnings** which would not be filtered in line with current guidance. For more information about whether convictions are considered "Spent" or not, please see [here](#). – (**Stage 2**)
- A **full 5-year address history** including any addresses lived at overseas or in student or temporary accommodation, if applicable – (**Stage 3**)

**Step 1:** You will receive an email to complete your application:

Online Vetting & Screening for Recruitment Professionals

### Please Add Your Information to the uCheck Screening Platform

Dear Applicant,

As part of their vetting and screening process, Smile Education Limited require checks to be completed on you.

Please click [here](#) or follow the link below to complete the information required. This process will typically take under 5 minutes.

[Complete Application](#)

Kind Regards,

The uCheck Team

**Step 2 (Personal Information):** You will be asked to declare personal information such as your current, full name; nationality and more. Remember to include your full name including any middle name(s) that show on your personal ID documents.

The screenshot shows the 'Personal Information' step (Step 2) of the application process. The progress bar at the top indicates the current step. The form is titled 'Smile Education Limited' and includes a 'Support' link on the right. The form is divided into three columns. The first column contains fields for Title (Mr), Forename (Joe), Middle name 1 (John), Middle name 2 (Middle name 2), Middle name 3 (Middle name 3), and Surname (Bloggs). The second column contains fields for Date of birth (1 Jan 2000), Birth Nationality (British), County of Birth, Country of Birth (United Kingdom), and Town of Birth (Birmingham). The third column contains fields for Gender (Male), Applicant Email address (joebloggs@joebloggs.com), National Insurance Number Available? (Yes), and National Insurance Number (AB123456C). A 'Next' button is at the bottom right, and a 'Need support? Click here' link is at the bottom center.

**Step 3 (Personal History):** You will now be asked to declare your personal history such as any previous names and unspent convictions, if applicable. Please note that failure to declare factual information can result in a withdrawal or delay of your application and is an unlawful offence.

The screenshot shows the 'Personal History' step (Step 3) of the application process. The progress bar at the top indicates the current step. The form is titled 'Smile Education Limited' and includes a 'Support' link on the right. The form is divided into three columns. The first column contains fields for 'Has your Nationality changed since birth?' (No) and 'Unspent Convictions: Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?' (No). The second column contains fields for 'Has your surname changed since birth?' (Yes), Birth Surname (Best), Birth Forename (Joe), and 'Used Until Month' (Jan). The third column contains fields for 'Have you ever been known by any other names?' (No) and 'Used Until Year' (2025). A 'Previous' button is at the bottom left, and a 'Next' button is at the bottom right. A 'Need support? Click here' link is at the bottom center.

**Step 4 (Address Information):** You will now be asked to declare all addresses you have lived at within the last 5 years. You must ensure you declare any overseas addresses as well as student or temporary accommodation, if applicable.

**Atlas** Smile Education Limited

Progress: 1 Personal Information, 2 Personal History, 3 Address Information, 4 ID Information, 5 Review, 6 Confirmation

FIELDS MARKED IN ORANGE ARE REQUIRED

Current Address line 1:

Current Address line 2:

Current Address town:

Current Address county:

Current Address country:

Current Postcode:

Current Address From Month/Year: Jan 2010

A full 5 year address history is required. If necessary, additional details will be required on the next page.

Previous Next

Need support? Click here

**Step 5 (Review):** This is your final opportunity to review the information you have declared to ensure you have given factual information and have not missed any important details. You are able to return to certain stages to rectify any errors before final submission.

**Step 6 (Confirmation):** Please read and acknowledge the information shown on screen to proceed. Type in your first and last name into the signature box, then click **Sign and Submit**.

**Step 7 (Payments):** Your final task will be to enter your card details so that your application can be fully submitted. Payments are collected immediately and you will receive a payment advice receipt to verify your payment.

**Atlas** Smile Education Limited

Progress: 1 Personal Information, 2 Personal History, 3 Address Information, 4 ID Information, 5 Review, 6 Confirmation

**Payments**

Please enter your card details and select pay now. This payment will be collected immediately. You will receive a payment advice receipt by email.

PAYING: £59.40

CARD NUMBERS: 1234 1234 1234 1234

CARD HOLDER EMAIL ADDRESS: e.g. johnsmith@email.co.uk

EXPIRATION DATE: MM / YY

CVC: CVC

PAY NOW

Need support? Click here

We hope you have found this step-by-step guidance useful. Please contact the Smile Education team if you have any additional questions.