

## 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 <u>acceptable documentation</u> to be used for your DBS application.

Please note that you are only required to complete  $\frac{1-3}{2}$  of your application. Once you have submitted your payment, Smile Education will finalise stages 4-6.

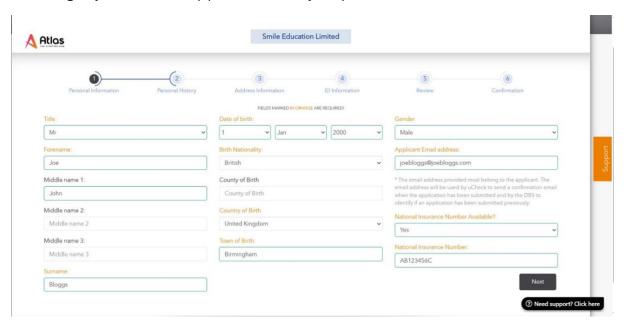
To prevent delays in your application, you must declare:

- 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 <a href="here.">here.</a> - (Stage 2)
- A full 5-year address history including any addresses lived at overseas or in student or temporary accommodation, if applicable – (Stage 3)

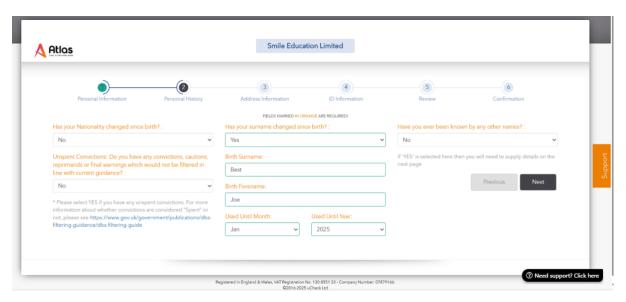
## **Step 1**: You will receive an email to complete your application:

Online Vetting & Screening for Recruitment Professionals	
Please	Add Your Information to the uCheck Screening Platform
Dear Applic	ant,
As part of the	eir vetting and screening process, Smile Education Limited require checks to b on you.
	<u>here</u> or follow the link below to complete the information required. This proces take under 5 minutes.
Complete A	pplication
Kind Regard	ts,
The uChec	k Team

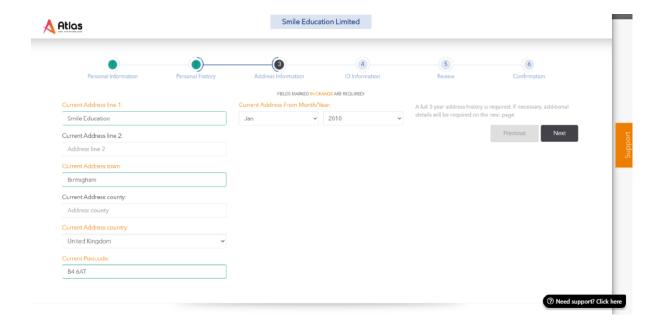
**Step 2 (Personal Information)**: You will be asked to declare personal information such as your current, full name; nationality and more. Remember to include your full name including any middle name(s) that show on your personal ID documents.



**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.



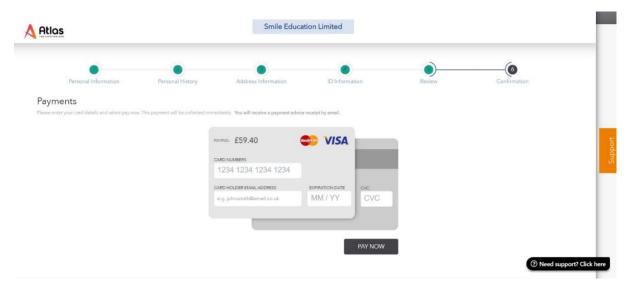
**Step 4 (Address Information)**: You will now be asked to declare all addresses you have lived at within the last 5 years. You must ensure you declare any overseas addresses as well as student or temporary accommodation, if applicable.



**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.



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