



## Completing the DBS Application Form

Annie Titiloye - 2025-02-03 - Comments (0) - Employer Ebulk DBS checks

# Useful Information for Completing the DBS Application Form

### Useful Information

- Entering the Candidates Name
- Working at the Candidates Current Address
- Separate Barred List Check
- Covid-19 Checks
- Making Payment

### Entering the Candidates Name

- When entering the candidates name on the application form, please only state the candidates full first name and surname. If the candidates name can be shortened, e.g. from David to Dave, you will still need to type in the candidates full first name as stated on their Proof of Identity document. **Please do not state any middle names. For example:**

#### First Name •

As shown on ID. Please do not include middle names.

Michael

#### Last Name •

As shown on ID.

Buble

### Working at the Candidates Current Address

- If the candidate is working **in their own home/at their current address** in their role with vulnerable adults or children, you will need to select 'Yes' to the following question. If the candidate is working with vulnerable adults or children **in the vulnerable adults or children's home**, you will need to select 'No' to the

following question:

### Separate Barred List Check

- If the candidate is working with vulnerable adults where the adult barring list is required, we can fast track the barring list by processing an ISA Adult First Check. If you would like the ISA Adult First Check to be included, select 'yes' to the following question. This will cost an additional £16:

Do you want to receive the barred list information before the enhanced DBS result? •

If applicable

Yes	No
-----	----

Check(s) Required •

ISA Adults First Check (for Carers only) - £16.00

•

### Covid-19 DBS Checks

- If the candidate is a healthcare or social care worker being recruited in connection with the care and treatment of Covid-19, you will need to select 'yes' to the following question, and then confirm if the candidate is a paid employee or volunteer:

Is the candidate being recruited in connection with the care and treatment of COVID-19? •

Yes	No
-----	----

Candidate Type •



i.e. Healthcare/social care worker would be a paid emergency response employee

Paid Employee	Unpaid Volunteer
---------------	------------------

- 
- You will then need to confirm the following declaration:

Declarations •



I confirm that the candidate meets the following:

To qualify for the free-of-charge\* DBS service and/or emergency fast track barred list check, the applicant must be a healthcare or social care worker being recruited in connection with the care and treatment of COVID-19. A full list of eligible emergency roles within NHS health services, social care services or social services functions in connection with the provision of care and treatment of coronavirus disease can be found in The Serious Organised Crime and Policing Act 2005 (Commencement No.16) Order 2020

Please note that even though the DBS fee has been waived, an £18 admin fee applies.

- 

## Making Payment

- You can make payment for the check by credit or debit card at the end of the application. If you have money in your eBulk account and would like us to withdraw money from the account, select 'Pay on Account' and enter the company account code.

Credit/Debit Card via Stripe



You will be redirected to Stripe to input your card details.

Pay on Account

Account Code

If you used our old system, please enter e-Bulk account code.

•

Tags

DBS