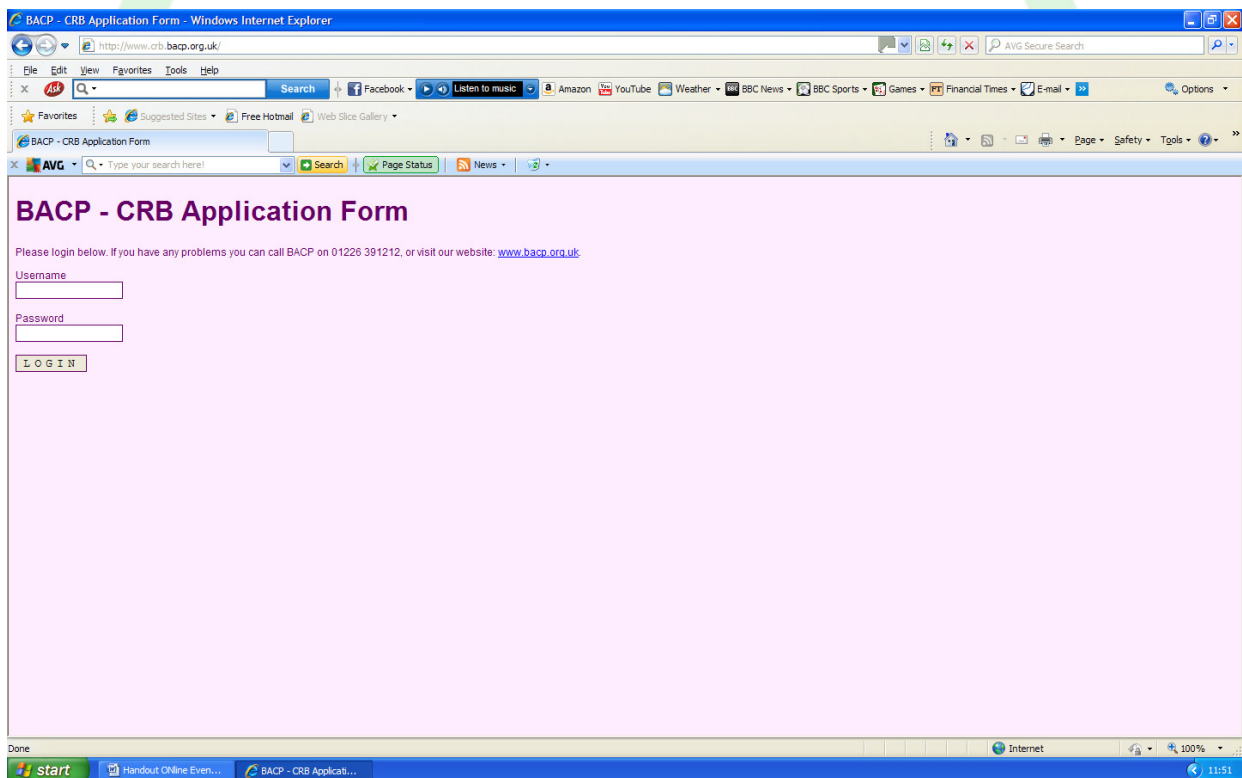


BARNSLEY ASSOCIATION OF COMMUNITY PARTNERSHIPS

ONLINE CRB APPLICATION FORM COMPLETION

To get started simply logon on to www.bacp.org.uk and click onto the link for online applications - enter your user name and password. Your login details and password will be set up for you individually but you can add as many users as you wish within your organisation (please contact BACP to do this). Please bear in mind that these forms contain private and confidential information and any login details should be kept secure at all times.



The screenshot shows a Windows Internet Explorer browser window displaying the BACP - CRB Application Form login page. The browser's address bar shows the URL <http://www.bacp.org.uk/>. The page title is "BACP - CRB Application Form". The main content area has a light purple background and contains the following text and form elements:

BACP - CRB Application Form

Please login below. If you have any problems you can call BACP on 01226 391212, or visit our website: www.bacp.org.uk.

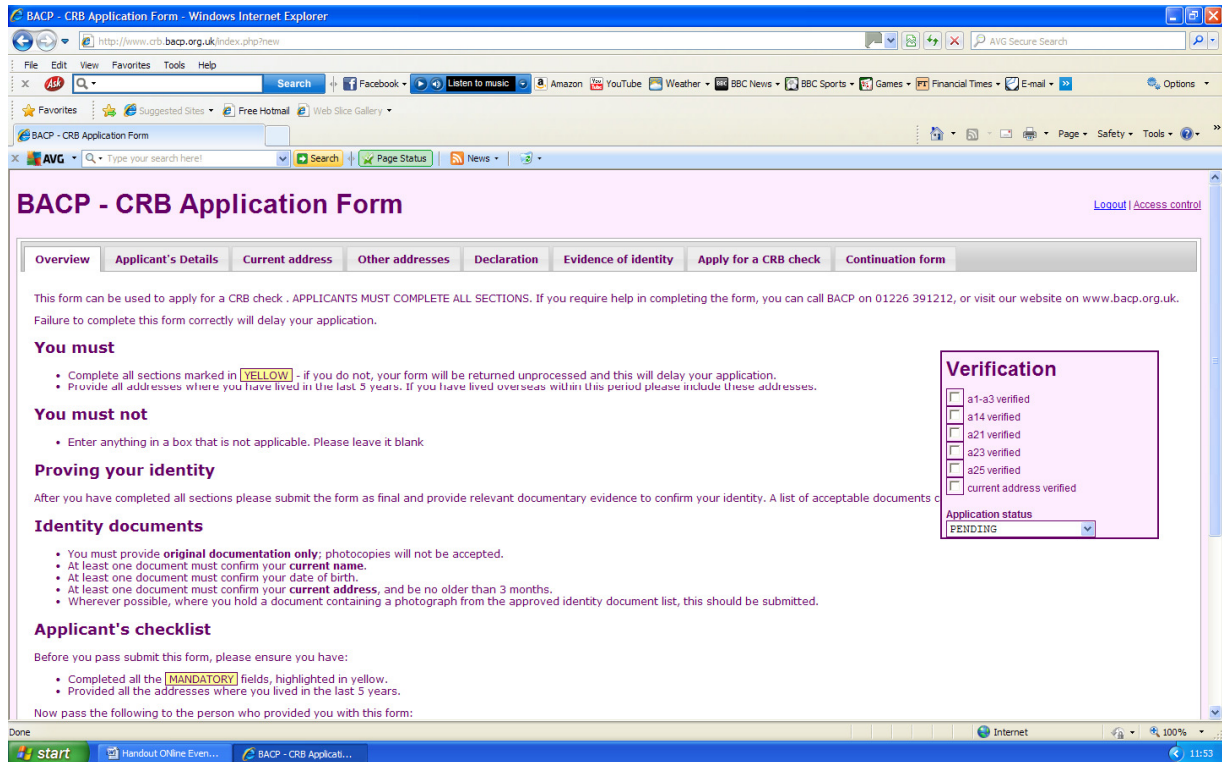
Username

Password

The browser's taskbar at the bottom shows the Windows start button, a taskbar with several open applications, and the system tray with the time 11:51.

You will now see four tabs which show each stage of the application process - but to simply create a new application click on the new application tab.

The first tab **Overview** basically does what it says and reiterates what is on the front of the application form, helping you understand which parts must be completed.



Going onto the **Applicant's Details** tab, simply start to enter the details, starting with the applicant's title (please remember in the eyes of the CRB if a woman has not been married she is still classed as a Miss). The "Other" drop down box gives you the opportunity to enter a different salutation. Now complete the surname and at this stage ask the applicant if they have more than one "first" name. Again this is one of the most common mistakes made by missing out the middle name.

Note, that if you click "yes" in the box it indicates if any other names have been used "drop down" boxes will appear asking you to complete them, please enter the dates as you would normally by using the month and then the year or alternatively click on the calendar next to it. Please also include the forenames with the surname which have to be used each time.

Enter all details such as date of birth, gender, town of birth, country of birth (again use the drop down box to help you) and any contact details that the applicant may have given you (contact details are not mandatory but it does help the CRB contact the individual if they have any queries).

We now come onto entering details of the applicant that can be included as their evidence. Most people who work in the UK will have a national insurance number and this must be included in the application, whether you have evidenced the NI number or not. At this point you will have noticed that a floating verification box has been following you down the form, at this point if you have witnessed the national insurance card you will be able to tick box a21, if not please do not cross the box and ask to see additional evidence.

The system knows that a national insurance number consists of two letters, six numbers and then another single letter and will not let you enter any other configuration.

Again do the same with the driving licence number and the passport, all boxes are configured to accept certain letters and numbers and when entering the driving licence

number it is a good opportunity to check the date of birth and if there are any other forenames (remember both parts of the driving licence should also be seen). If the applicant has these two pieces of documentation please tick the boxes a1-a3, a14 a23 and a25 to show that these have been checked and verified by you and you can confirm that the person is who they say they are, their name, date of birth and address correspond to their evidence.

If you have not seen these pieces of documentation then you **MUST** ask the applicant for other forms of evidence (a list of suitable evidence can be found on our website) and then entered onto the continuation sheet.

BACP - CRB Application Form

Overview Applicant's Details Current address Other addresses Declaration Evidence of identity Apply for a CRB check Continuation form

You have 198 characters remaining

Verification

- a1-a3 verified
- a14 verified
- a21 verified
- a23 verified
- a25 verified
- current address verified

Application status
PENDING

CONTINUE > SAVE & CLOSE [X] CANCEL

System developed by [Cultrix](#)

At the end of the section having completed everything that you can, press continue to go onto the next section.

Current Address

This is usually the part that causes people the most confusion. Initially the address should be entered where the applicant is currently living, again you must see evidence of this and tick the current address box to show you have verified it. For ease you will see that there is a drop down box for the county. You MUST enter how long the applicant has been living at the address giving both month and year, if this has been less than five years the system will then take you onto the **Other Addresses** section where you must enter the applicant's history that gives a full five years worth of their addresses.

Declaration

At this stage you **must** ask the applicant whether they have ever been “convicted of a criminal offence or received a caution, reprimand or warning” mark the box accordingly. Press continue.

Evidence of Identity

Here, please enter your name and as you as you are the person registered with BACP to check the evidence, always tick the box “yes” to confirm you have established the true identity of the applicant. Press continue.

Apply for a CRB Check

This is quite obvious but all applicants will be applying for a CRB Disclosure, but this box must be checked as the forms were designed in preparation for the ISA (as you know the new government have halted this for the time being).

Please enter the position applied for. Remember, do not use the word “Volunteer” or anything too generic like “Support Worker”. From the title the CRB need to establish the exact role the applicant will be undertaking.

Enter your organisations name.

Please check what kind of disclosure the applicant requires. For applicants that are working with children or vulnerable adults an enhanced check must be requested. If the applicant has no contact with vulnerable groups at all then a standard application may be requested.

The next boxes must be checked to establish whether the applicant is working with children or vulnerable adults and whether the applicant will be working at home addresses.

Next, insert the application type whether the application is applying for a new, an existing post holder or for an existing post holder that is being re-checked.

The next box asks if the application is for a free of charge volunteer. Please tick the box accordingly but remember an application is only free for someone who receives no remuneration, benefits or qualification during their time with your company/organisation. If they are a true volunteer then a Volunteer Clarification Form must be completed please see attached link and complete.

Your form is now complete and you have the opportunity to save and close the application. If you need to go back over the application to make any amendments or additions you will be able to do this.

Once you are satisfied that the application is correct and complete you can then submit the application to BACP.

We will receive an email advising us that there is an Application waiting to be checked. This will then be checked and verified by the countersignatories at BACP and once we are satisfied that the form is correct we will print out the form on the uniquely reference applications forms ready for your applicant to sign.

Forms will be posted out to each registered person within your organisation (please remember forms must always be signed in black ink and signatures must be kept within the allocated boxes). Forms then need to be returned to BACP for countersigning and then submitted to the CRB.

You will be able to track which forms have been submitted to BACP and the CRB, and when the Disclosure has been returned.

Please remember Consent Forms must still be signed by the applicant if you wish to see a copy of the Disclosure, this can be done manually and sent with the signed application form.

If you have any problems with the online system please do not hesitate to contact the office on 01226 391212.