

We can't wait to have you on the team!

Before we officially get started, we will need you to complete a DBS check application by following the instructions below:

1. Please access the DBS application system using the following weblink
<https://disclosure.capitarvs.co.uk/cornwall>

The login information required to fully access the system is given below but we would ask that you refer to the attached applicant guidance notes before starting the process.

Applicant Login Details	
Click on the orange box to start your application. To login you must enter the following:	
Organisation Reference:	ENTERPRISEAP
Password:	cornwallumbrella

Cornwall Council would only accept portability of a DBS from another organisation if the individual had registered their DBS for the Update Service. Without this we would be unable to know the current status of their DBS check. If you already hold a DBS check that is registered with the Update Service, please let us know and we will assess whether this is acceptable.

- 2.** Once you have completed the online submission, please remember to send me a few dates and times that you are free to meet me so I can check through 3 different ID documents. **We can't complete your DBS application without seeing ID.**
- 3.** At our catch-up I will complete an ID form to send onto the Cornwall Council HR team.

Please see p.g. 2 for the different ID documentation:

3 documents must be seen

1 document from Group 1: and
 2 further documents from Group 1, 2a or 2b

Group 1	
(✓)	
	Passport Any current and valid passport
	Biometric Residence Permit (UK)
	Photocard Driving Licence (Full or Provisional) (UK or EEA)
	Birth Certificate (UK) Issued within 12 months of birth
	Adoption Certificate (UK)

Group 2a	
(✓)	
	Photocard Driving Licence (All countries outside of the EEA)
	Paper Driving Licence Issued before 1998 (UK or EEA)
	Birth Certificate (UK) Issued after birth
	Marriage/Civil Partnership Certificate (UK)
	HM Forces ID Card (UK)
	Fire Arms Licence (UK)
	Immigration Document, Work Permit or VISA (Issued outside of EEA)

Group 2b		
(✓)		
	Mortgage Statement (UK or EEA)	**
	Bank/Building Society Statement (UK or EEA)	*
	Credit Card Statement (UK or EEA)	*
	Financial Statement (UK) e.g. pension/endowment/ISA	**
	P46/P60 Statement (UK)	**
	Council Tax Statement (UK)	**
	Utility Bill (UK) Not mobile phone	*
	Benefit Statement (UK) e.g. child allowance/pension	*
	Document from Government Department (UK) e.g. DWP/HMRC/Job Centre	*
	EEA National ID Card	
	Card carrying the PASS accreditation logo	
	Letter from Headteacher of College Principal 16-19 Year olds in full time education in the UK	

*document must be less than 3 months old

** document must be less than 12 months old