

Swim Wales WCV A DBS Application Form



Route 1 applications only – other routes will need to be complete paper DBS form.

Send to: Zita Cameron, Swim Wales, Wales National Pool, Sketty Lane, Swansea SA2 8QG

Can the applicant produce a Group 1 document? If yes, then the applicant must produce 3 documents:

- 1 document from Group 1 (refer to list of Valid Identity Documents); **and**
- 2 further documents from Group 1 or 2; one of which must verify their current address.

NOTE – Non-UK/Non-EEA Nationals:

All Non-UK/Non-EEA Nationals should be validated via Route One by supplying the following combination of documents:

- Current Passport; **and**
- Biometric Residence Permit **OR** Work Permit/Visa (UK); **and**
- 1 further document from Group 2a or 2b (refer to list of Valid Identity Documents), which verifies their current address.

List of Valid Identity Documents – PLEASE TICK EVIDENCE SEEN		
Group 1: Primary identity documents Document		
Document	Notes	Document Seen
Passport	Any current and valid passport	
Biometric residence permit	UK	
Current driving licence – photo card with counterpart	UK/Isle of Man/Channel Islands and EU (full or provisional) (Please note some European countries do not issue counterparts) All licences must be valid in line with current DVLA requirements	
Birth certificate – issued at time of birth	UK and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces	
Adoption certificate	UK and Channel Islands	
Group 2a: Trusted government documents Document		
Document	Notes	Document Seen
Current driving licence – photo card (where a counterpart has been issued but no counterpart is presented)	All countries (full or provisional)	
Current driving licence – paper version	UK/Isle of Man/Channel Islands and EU (full or provisional). All licences must be valid in line with current DVLA requirements	
Birth certificate – issued after time of birth	UK and Channel Islands	
Marriage/civil partnership certificate	UK and Channel Islands	
HM Forces ID card	UK	
Firearms licence	UK, Channel Islands and Isle of Man	
Group 2b: Financial and social history documents		
Document	Notes	Document Seen
Mortgage statement	UK or EEA - Issued in last 12 months	
Bank or building society statement	UK and Channel Islands or EEA- Issued in last 3 months	
Bank or building society account opening confirmation letter	UK - Issued in last 3 months	
Credit card statement	UK or EEA - Issued in last 3 months	
Financial statement, e.g. pension or endowment	UK - Issued in last 12 months	
P45 or P60 statement	UK and Channel Islands - Issued in last 12 months	
Council Tax statement	UK and Channel Islands - Issued in last 12 months	
Work permit or visa	UK - Valid up to expiry date	
Letter of sponsorship from future employment provider	Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application	
Utility bill	UK – not mobile telephone bill - Issued in last 3 months	
Benefit statement, e.g. Child Benefit, Pension	UK - Issued in last 3 months	
Central or local government, government agency, or local council document giving entitlement	UK and Channel Islands - Issued in last 3 months	
EU National ID card	Must still be valid	
Cards carrying the PASS accreditation logo	UK and Channel Islands - Must still be valid	
Letter from head teacher or college principal	UK – for 16 to 19 year olds in full time education Only used in exceptional circumstances if other documents cannot be provided	

Please complete in **BLACK INK** and use **CAPITAL** letters when completing this form

Your Details

Swim Wales Membership No: _____

Title: Mr Mrs Miss Ms Other: _____

Forename: _____

Surname: _____

Middle Name(s): _____

Have you ever been known by any other names? Yes No

Complete in full below if yes has been ticked to another name

Forename: _____

Surname: _____

Middle Name(s): _____

Dates from and to: _ _ / _ _ - _ _ / _ _

Gender: Male Female

Date of Birth: _ _ / _ _ / _ _

Town/city of Birth: _____ County _____ (as per birth certificate)

Your Application

Employment Status: _____

Position applied for: _____

Application Type: _____ ENHANCED_ (Regulated) _____

Workforce: _____ CHILD AND ADULT WORKFORCE _____

Organisation Name: _____ SWIM WALES _____

Address Details

Country: _____

Address: _____

Address 2: _____

Town: _____

County: _____

Post Code: _____

What dates did you live at this address?

Resident from: _ _ / _ _ - _ _

Resident to: _ _ / _ _ - _ _

If you have lived anywhere else in the last 5 years please enter the addresses below

Other Addresses 1

Country: _____

Address: _____

Address 2: _____

Town: _____

County: _____

Post Code: _____

What dates did you live at this address?

Resident from: _ _ / _ _ - - - -

Resident to: _ _ / _ _ - - - -

Other Addresses 2

Country: _____

Address: _____

Address 2: _____

Town: _____

County: _____

Post Code: _____

What dates did you live at this address?

Resident from: _ _ / _ _ - - - -

Resident to: _ _ / _ _ - - - -

Contact Details

Telephone: _____ Mobile: _____ (in case we need to contact you)

E-mail address _____

ID Documents

Driving Licence Number: _____

Driving Licence Issue Date: _ _ / _ _ / _ _ - - - - Date of Birth _ _ / _ _ / _ _ - - - -

Paper copy issue date: _ _ / _ _ / _ _ - - - - Photo Card issue date _ _ / _ _ / _ _ - - - -

Passport Number: _____

Passport Issue Date: _ _ / _ _ / _ _ - - - - Date of Birth _ _ / _ _ / _ _ - - - -

Country of Issue: _____

3rd Document Seen: _____

Declaration by the applicant

Have you ever been convicted of a criminal offence or received a caution, reprimand or warning?

Yes No

By signing the applicant declaration box I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Applicant Declaration

(Please sign within the box provided)

Date of Signature: _ _ / _ _ / _ _ _ _

Application Type

(Please tick relevant box)

Application is for a new post holder

Application is for an existing post holder

Application is for an existing post holder who is being re-checked

Statement by registered person (person checking ID documents)

I confirm that the requisite documentation and information has been supplied and checked in accordance with DBS guidance. I declare that the information I have provided in support of the application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence. I certify that, where requested, an application for a DBS check is required for the purpose of asking an exempted question under the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002.

Signature of registered person

(Please sign within the box provided)

Name in capitals: _____

Position in Club: _____

Date of Signature: _ _ / _ _ / _ _ _ _

Swim Wales WCVA DBS Consent Form



CONSENT FOR (applicant name) _____

I consent to **SWIM WALES** undertaking a DBS check **AND** I consent to details given for DBS application being held by WCVA Criminal Records Unit. These non-sensitive details are held and processed by WCVA on computer and used for administration purposes only and in accordance with DP Act 1998. WCVA CRU will not keep any sensitive information contained on the DBS certificate that is returned to us from the DBS.

Signed.....

Name (***Block Capitals***).....

Date.....

As best practice Swim Wales should have explained why you are being asked to undergo an Enhanced Disclosure and Barring Service (DBS) check to access your full criminal record history. This check may also include a check against the barring list(s) relevant to the vulnerable groups with which you are working – Children or Adults. They must gain your consent before proceeding.

The Safeguarding Vulnerable Groups Act 2006 sets out the activities and work which a person who has been barred from working with a particular vulnerable group (children or adults) must not do. This is known as regulated activity. The protection of Freedoms Act 2012 revised the definition of regulated activity to focus on work which involves close and unsupervised contact with vulnerable groups. Under different legislation (including the Rehabilitation of Offenders Act 1974) there are certain types of work for which there is eligibility for an enhanced DBS check but not a barring list check. Your organisation will have provided information to us to help us assess eligibility for the check and if it needs to include a check against the barring lists. You should ask who to contact within the Organisation if you have concerns about this request.

If you are new to the organisation, the need for a check should have been made known to you to give you the chance of discussing any relevant criminal record. However, you may already be in a position and have been asked for a check retrospectively or as a renewal. The organisation has signed up to a policy on the recruitment of ex-offenders so that they do not discriminate unfairly against anyone with a criminal record.

You will be asked to produce a range of original documents to confirm your identity. Swim Wales as best practice should examine these documents with you face-to-face. Your application will be completed online by Swim Wales and submitted electronically to the DBS by us (WCVA CRU).

After the DBS has gathered the relevant information and produced the certificate, it will send a paper copy to you. WCVA CRU as the DBS Umbrella Body acting on behalf of your employer will receive an electronic copy of the certificate if no information is disclosed. However, if your certificate does contain details of criminal convictions etc. then we receive a paper copy, which we then advise Swim Wales. We do not make any recommendation of suitability and we do not store any of the conviction information on the certificate. Swim Wales has NOT signed up to the portability scheme.