# Lantum Enhanced DBS Application Agreement

To complete an Enhanced DBS application with Lantum, you will need to read through this consent form.

Please note that Lantum does not hold any responsibility for errors made with the Digital ID and/or DBS application, nor are we liable for any costs towards the application.

**Please make sure you hold one of the following original ID documents for the Digital ID:**

* *an electronic passport, also known as an e-passport that has a NFC (near field communication) chip and a NFC enabled reader, such as a smartphone*

*or*

* *if you do not have an e-passport, a UK driving licence*

**If you have one of the aforementioned documents, then please complete the steps below:**

1. Once you have returned this completed agreement to us, it will be reviewed and then you will receive an email from **uCheck** inviting you to begin your application on their online platform, *Atlas*. Once you have submitted the application, you will receive another email on how to complete the Digital ID verification.

*\*Please note: if you choose the ‘Opt-Out of Digital ID’ option, you will be unable to continue the DBS application via Lantum, as the Digital ID check is required for the verification of your documents. If the Digital ID fails and you cannot provide alternative compliant document(s), the DBS application via Lantum cannot continue and uCheck may still charge you for the Digital ID check\**

1. The cost of the DBS application is £66.50: £5 for the Digital ID check and £61.50 for the DBS check. This is to be paid directly to uCheck so please follow their instructions.

*\*Please note: If you have entered details incorrectly during the application process, you may still be liable to pay for the Digital ID and/or DBS application, even if it cannot be completed or the completed application is incorrect\**

A DBS application usually takes 3 - 14 working days to complete, but occasionally they can take longer. The DBS and Police can hold your records for up to 90 days but this is rare. Once the DBS application is complete, you will receive an email with your certificate number and a paper DBS certificate will be posted to the address you inputted on your DBS application. You will not receive a digital copy.

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Applicant Details

Full Name:

Email:

Position: Choose an option\*

\*If the position is not available in the drop down menu then we are unable offer an alternative

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Applicant Notes

The position you have applied for has been identified as being 'Eligible Position'

under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as*

*amended)* (the Exceptions Order)*,* the *Police Act 1997 (Criminal Records)*

*Regulations (as amended)* and the *Safeguarding Vulnerable Groups Act 2006 (as*

*amended by the Protection of Freedom's Act 2012)*. As such, it is eligible for an Enhanced level disclosure to be requested through the Disclosure

and Barring Service (DBS).

Both Standard and Enhanced level DBS disclosures contain information about an

applicant's spent and unspent convictions, cautions and reprimands. Enhanced

level disclosures may also include other relevant police information.

Please be aware that the *Rehabilitation of Offenders Act 1974 (Exceptions)*

*Order 1975 (Amendment) (England and Wales) 2013* provides that certain spent

convictions and cautions will become protected when specific conditions are met

and therefore are not subject to disclosure through a DBS criminal record check,

and employers cannot take these into account.

Guidance and criteria on the filtering of these cautions and convictions can be

found on the Disclosure and Barring Service website at:

[www.gov.uk/government/disclosure-and-barring-service](http://www.gov.uk/government/disclosure-and-barring-service)

Where the position has, in addition been identified as a Regulated Activity under

the *Safeguarding Vulnerable Groups Act (2006) (as amended by the Protection of*

*Freedom's Act 2012)* an Enhanced level DBS disclosure will include information

which is held on the Children's and/or Adults barred list(s), as applicable to the

position.

The information that you provide in this declaration form will be processed in

accordance with the *Data Protection Act 1998* It will also be used for purposes of

enquiries in relation to the prevention and detection of fraud.

**Please answer *all* of the following questions in this form.** If you answer ‘yes’ to

any of the questions, please provide full details in the space indicated. You may continue on a separate sheet if necessary, and you may attach supplementary comments should you wish to do so.

**1. Are you currently bound over, or do you have any current unspent**

**convictions or cautions, or have you ever been convicted of any offence by a**

**Court or Court-Martial in the United Kingdom or in any other country?**

* Yes
* No

If **YES**, please include details of the order binding you over and/or the nature of the

offence, the penalty, sentence or order of the Court, and the date and place of the

Court hearing.

**Please note: you do not need to tell us about parking offences.**

* Yes
* No

**2. Have you been charged with any offence in the United Kingdom or in**

**any other country that has not yet been disposed of?**

* Yes
* No

If **YES**, please include details of the nature of the offence with which you are

charged, date on which you were charged, and details of any on-going proceedings

by a prosecuting body.

**You are reminded that you have a continued responsibility to inform us (DBS) immediately where you are charged with any new offence, criminal conviction or fitness to practise proceedings in the United Kingdom or in any other country that might arise in the future.**

**3. Have you been investigated by the Police, NHS CFSMS or any other**

**Investigatory Body resulting in a current or past conviction or dismissal from**

**your employment or volunteering position?**

* Yes
* No

If **YES**, please include details of the nature of the allegations made against you, and

if known to you, any action to be taken against you by the Investigatory Body.

**Investigatory bodies include: Local Authorities, Her Majesty’s Revenue &**

**Customs (HMRC), Home Office UK Border Agency (UKBA), Department**

**for Business Innovation & Skills (BIS), Department of Work and Pensions**

**(DWP), Security Agencies, Financial Conduct Authority (FCA), Prudential**

**Regulation Authority (PRA). This list is not exhaustive and you must declare**

**any investigation conducted by an Investigatory Body.**

DECLARATION

**IMPORTANT**

The *Data Protection Act 2018* requires us to advise you that we will be processing

your personal data. Processing includes: holding, obtaining, recording, using,

sharing and deleting information. The *Data Protection Act 1998* defines ‘sensitive

personal data’ as racial or ethnic origin, political opinions, religious or other beliefs,

trade union membership, physical or mental health, sexual life, criminal offences,

criminal convictions, criminal proceedings, disposal or sentence. Where you are

applying for a position which involves regulated activity, this will also include any

barring decisions made by the Disclosure and Barring Service (DBS) against the

Children’s or Adults Barred Lists under the terms of the *Safeguarding Vulnerable*

*Groups Act 2006 (as amended by the Protection of Freedom's Act 2012).*

The information that you provide in this declaration form will be processed in accordance with the *Data Protection Act 2018*. It will also be used for purposes of

enquiries in relation to the prevention and detection of fraud.

This declaration will be kept securely and in confidence. Access to this information will be restricted to designated persons within the organisation who are authorised to

view it as a necessary part of their work.

**In signing the declaration on this form, you are explicitly consenting for the**

**data you provide to be processed in the manner described above.**

I have read the *‘Guidance Notes for Applicants’* that accompanied my application

form, and I consent to the information provided in this declaration form being used

by *Lantum* for the purpose of assessing my DBS application, and for enquiries in relation to the prevention and detection of fraud

I confirm that the information that I have provided in this declaration form is correct

and complete. I understand and accept that if I knowingly withhold information,

or provide false or misleading information, this may result in my application being

rejected and I may be liable to prosecution.

**Please sign and date this form.**

SIGNATURE.................................................................................................

NAME (in block capitals) .......................................................………............

DATE................…………………………………………………………………..

**Please return this Self Declaration & Application Agreement form to the Clinical Governance Team by email at** [**clinical.governance@lantum.com**](mailto:clinical.governance@lantum.com)**.**

**If you wish to withdraw your consent at any time after completing this**

**declaration form or you have any enquiries relating to information required in this form, please contact the team at** [**clinical.governance@lantum.com**](mailto:clinical.governance@lantum.com)**. All enquiries will be treated in strict confidence.**