

This sheet contains a simple guide on common mistakes made on the Disclosure Application Form, which will delay the applicant receiving a Disclosure.

General Points to Remember:

- Applicants **must** use **BLOCK CAPITALS** and **BLACK INK** when completing the form.
- Ensure writing is legible!
- If a mistake is made then a neatly drawn a line needs to be put through it and insert the correction adjacent to the error.
- Ensure **no** Correction fluid has been used and no stickers, labels or stamps have been put on the form
- Make sure the Applicant has completed **ALL** of sections A-H (except E and F)
- If a continuation sheet has been used make sure the box at line 67 has been crossed.
- Address history: If you moved addresses make sure there are no gaps in months.

Section by Section Guidance

Please ensure ALL the fields in Section A have been completed:

- Title -only **one** option must be marked (If Ms or Mrs selected a previous Surname has to be entered - so if never been married Miss must be used)
- Make sure **ALL** forenames have been included; please ensure **all names** that are shown on the birth certificate or driving licence **including** any middle names are entered.
- Also ensure that the full name is used and not any nicknames or abbreviations.
- Please ensure that the full postcode has been entered with **no gaps**.
- Line 9 - Month and year must be entered - MMYYYY (e.g. 061985, for June 1985) If they have lived at the current address less than 5 years, section D must be completed.
- Ensure that a National Insurance number is quoted.

Section B

- To be completed by the employer.
- If they are a volunteer, please enter what their role title is, and not 'volunteer.' Eg. Youth Worker, not Volunteer, or Voluntary Youth Worker

Section C

- If the applicant has changed their surname ensure the date they used it, is put on.
- **Full** place of birth must be entered as shown on Birth Certificate.
- Telephone numbers must be written down, with **no** spaces between

Section D

- Applicants **must** provide details of previous addresses over the last **five** years. (*This is one of the reasons many of the forms get delayed*). E.g. if they are making the application on 1 January 2006, the address must go back to at least December 1999.
- Please make sure the **full address** including the town, county, postcode and country has been entered.
- Also ensure that the dates for each address has been put down
- Please make sure there are **no gaps or overlaps** in the dates (as the form will be rejected if there are).

Section E and F

- These should be left blank.

Section H

- Please ensure a signature has been entered and dated.

Section X

- The minimum requirement is that a Senior Worker must check and record the details of either:
 - 1 x Group 1 Identity Document and 2 other Group 1 or Group 2 Documents, or
 - 5 x Group 2 Identity Documents (when a Group 1 document is unavailable).

*Please see attached list of Identity Documents

Finally, Common Mistakes:

- Gaps in Address History (the reason the majority of forms are returned!)
- Middle Name not entered
- Incorrect Postcodes