

CRB Application Form Checklist

SECTION A

- ARE YOU USING A BLACK PEN?**
- A1-A3** Are these completed in full?
- A4** Is the tick box completed? If **YES** the fields **A5-A7 must be** completed.
- A5-A6** Are these completed in full? Forenames must be re-entered.
- A7** Is the correct format used? MM/YYYY (no gaps)
- A8-A13** Repeat if necessary. Is a continuation sheet required?
- A14** Is the correct format used? DD/MM/YYYY
- A15** Is the tick box completed?
- A16-A17** Are these fields completed?
- A20** Is the tick box completed?
- A21** If **YES** is ticked, this **must be** completed.
- A22** Is the tick box completed?
- A23** If **YES** is ticked, this **must be** completed or an explanation provided on a continuation sheet.
- Is there another name indicated and not recorded at A3?
- A24** Is the tick box completed? If **YES** is ticked, **A25-A27 must be** completed or an explanation provided on a continuation sheet.
- A28** Do not complete.
- A30** Is this completed? - if appropriate.

SECTION B

- B32-37** Has the full address and postcode been provided?
Is the correct format used? MM/YYYY
Does the address cover a five year period? **If no or if additional addresses are provided has Section C been completed?**

SECTION C

- C38-C43** Repeat if necessary. Are there any gaps?
- C44-C49** Repeat if necessary. Are there any gaps?
Is a continuation sheet required? Is it completed correctly?

SECTION D

LEAVE THIS SECTION BLANK

SECTION E

- E55** Has the applicant completed the tick box?
- E56** Is the signature inside the box?
- E57** Is the form dated with the correct format used? DD/MM/YYYY

SECTION W

ARE YOU USING A BLACK PEN?

W58 Has the name of the Evidence Checker been entered?

W59 Is the tick box completed?

SECTION X

ARE YOU USING A BLACK PEN?

X60 Is the tick box completed?

X61 Have you been specific with the position applied for?

Use only the top line - 30 characters.

X62 Has the organisation name been entered?

X63 Is the tick box completed? Standard or Enhanced?

If **Standard** go to **X67**. **ONLY** if **Enhanced** complete the next three fields.

X64 Is the applicant working with children?

Are you entitled to know if the individual is barred from working with children?

Is the tick box completed?

X65 Is the applicant working with vulnerable adults?

Are you entitled to know if the individual is barred from working with vulnerable adults?

Is the tick box completed?

X66 Is the applicant working **in their own home** with children or vulnerable adults (is the position home based)?

Is the tick box completed?

X67 Is a tick box completed?

X68 Is the application for a volunteer (free of charge)?

Does it meet the CRB definition and criteria?

Is the tick box completed?

SECTION Y

Y69 Does this form belong to your organisation?

Y70 Have you entered your Countersignatory number?

Y72 Have you read the declaration?

Have you checked the form is complete and accurate?

Is this application eligible for a CRB check?

Have you signed inside the box?

Y73 Have you dated the form? Is the correct format used? DD/MM/YYYY