

IMPORTANT: ALL APPLICANTS MUST UPLOAD THE INFORMATION IN THE LIST BELOW. LOG INTO YOUR PROFILE, UNDER "YOUR INFO" - FOLLOW THE GUIDE INCLUDED WITH THIS PDF.

Handy checklist - have you uploaded the following?	Confirm
① Complete your DBS check online. Visit www.hpac-uk.org/dbs_check_application	<input type="checkbox"/>
② A copy of your drivers licence: Log in here	<input type="checkbox"/>
③ A DVLA check code: Click here to generate	<input type="checkbox"/>
④ A copy of your clinical training certificate + blue light driving certificate (if applicable)	<input type="checkbox"/>
⑤ An ID photo: Log in here	<input type="checkbox"/>
⑥ A copy of your signature	<input type="checkbox"/>
⑦ Payment set up (log into your profile to complete this)	<input type="checkbox"/>

DBS + Update Service

You are now required to complete a DBS check directly with the HPAC and to register with the Update Service or supply a DBS certificate (Enhanced Adult and Child) that is currently on the update service.

Enhanced Disclosure
Page 1 of 2

disclosure

Disclosure Number: 00

Date of Issue:

Applicant Personal Details

Surname:
Forename(s):
Other Names: NONE DECLARED
Date of Birth: 13 FEBRUARY
Place of Birth: COVENTRY WEST MIDLANDS
Gender: MALE

Employment Details

Position applied for: COACH/ENTERTAINER
Name of Employer: AMBLESIDE JFC

Conviction/Regulatory Details

Regulation/Body:

Police Records of Convictions, Cautions, and Conditional Warnings
NONE RECORDED

Information from the list held under Section 14 of the Education Act 2002
NONE RECORDED

Protection of Children (POC) Information
NONE RECORDED

Protection of Vulnerable Adults (POVA) Information
NOT RECORDED

Other relevant information disclosed at the Chief Police Officer(s) discretion
NONE RECORDED

Enhanced Disclosure
This document is an Enhanced Criminal Record Certificate within the meaning of sections 113B and 116 of the Police Act 1997.

Use of Disclosure information

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THIS DISCLOSURE IS NOT EVIDENCE OF IDENTITY
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Please register for an Enhanced DBS check via this link: https://www.hpac-uk.org/dbs_check_application
All registrants should be registered with the DBS update service - there is no cost as the HPAC is a voluntary register. You can sign up online by visiting: www.gov.uk/dbs-update-service once you receive your DBS certificate. Registration for the Update Service must be done within 28 days of the DBS certificate issue date. Note: HPAC monitors DBS certificates in realtime for changes in status.

Drivers Licence Validation Requirements

All level 2 registrants who drive vehicles as part of the delivery of care must provide HPA with a DVLA driver's license validation check code. If a driving does not form part of your role in the delivery of care, but you are a driver, a check code is still requested (though not required).

We require:

- a scan/photo of your drivers licence - front only
- your full drivers licence number
- a check code from you the driver generated by the DVLA

You must provide HPA with the DVLA check code within 21 days. The code can only be used once - please do not test it as you will need to get a new code.

You can request a check code for FREE from the DVLA by visiting: www.gov.uk/view-driving-licence

Please be aware that the DVLA check driver's licence system is still quite new and if it does not initially produce your code you may need to engage with an agent via "Live chat option with DVLA":

Alternatively you can contact DVLA - for help using the online service:

Telephone: 0300 083 0013

Monday to Friday, 8am to 7pm

Saturday, 8am to 2pm

Please let us know if you have any difficulty accessing this service.

*Please note: HPA will never share your DBS or Drivers Licence Data with 3rd parties - This information is required for our due diligence process. Only organisations to whom registrants have granted association status via their membership control panel will have visibility of these results.

National ID Card Photo Requirements

Photo dos and don'ts



Your photos must be:

- taken with a high resolution camera (modern smart phone cameras are acceptable)
- taken within the last month
- in colour – please do not apply any artificial filters
- taken against a plain cream or light grey background
- clear and in focus
- without any creases or tears
- unaltered by computer software
- ensure good lighting

What your photos must show

Your photos must:

- be a close-up of your full head and upper shoulders
- contain no other objects or people
- be in clear contrast to the background

In your photo, you must:

- be facing forward and looking straight at the camera
- have a neutral expression and your mouth closed
- have your eyes open, visible and free from reflection or glare from glasses
- not have hair in front of your eyes
- not have a head covering (unless it's for religious or medical reasons)
- not have anything covering your face
- not have any 'red eye'
- not have any shadows on your face or behind you

You must not wear sunglasses or tinted glasses. You can wear reading glasses but your eyes must show fully through clear lenses without glare or reflections.

*Please note: as part of our ID verification process we have access to a facial recognition system. If used and the system does not produce a conclusive match, a signed and witnessed photo may have to be sent in by mail or alternatively a brief webbased live video interview can be arranged.