

From June 2010 we have started using an online system for CRB disclosure applications rather than the paper forms. This guide shows you how to apply for your CRB disclosure online.

The next step is ID checking which will be carried out either by us at your STEM Ambassador induction training (or for renewals we will arrange to meet you separately) or alternatively by your company's designated Ambassador contact if you are at GSK or Ford.

This should be a quicker & more efficient process for all involved & we hope it will reduce the turnaround time in getting your CRB disclosure returned.

As all CRB checks we do are in conjunction with the STEM Ambassadors scheme, we will not be able to countersign your online CRB application until you have registered as a STEM Ambassador (if you have not done so already).

This only takes 5 minutes and can be done here:

<https://db.stemnet.org.uk/register.cfm>

Please ensure that in the bottom section of the first page you choose "ESSEX" as "Preferred STEM Ambassadors Administrator" and **DO NOT** tick the "Researchers in Residence" box.

1. Logging on to the system

Please use this link to access the system:

<https://disclosure.capitarvs.co.uk/stemnet>

Click on "Start Application"

CRB CHEQS
Online eBuild CRB Disclosures

Please enter your reference number and password to start a new application:

Start New Application

Organisation Reference (*):

Password:

Enter

PLEASE NOTE - STEMNET LOGO WILL BE DISPLAYED IN TOP LEFT-HAND CORNER

On the login screen please enter ESSEX in the "Organisation Reference" box, leave the password box empty and click Enter (NB this screen is case sensitive so you must use capitals)

2. Completing the application form

Please note that if you do not have all the required information available you will be unable to complete the application form and your data will NOT be saved. You will need to start the application process again when you have all the required information to hand.

You should have the following information available before you begin:

- Address history for a full five years
- Place of Birth

The application form is a simple 5 step process. Please complete all fields. Mandatory fields are denoted by (*)
Mistakes on the application form will cause delays in processing.

Section 1 – About You

Please enter your personal details. If you have a middle name(s) ensure that you enter the details.



Once you have completed this section click 'Next'.

Section 2 – Address History

Please enter your current address. If you haven't lived at this property for more than five years click on the 'Add Address' button to add any additional addresses. You can edit dates by clicking on the 'Edit' button.

Address Dates

There cannot be any gaps/overlaps in your address history. Please make sure that the month and year of each address follows that of the previous address, eg. if you moved house in January 2009 ensure that this date is repeated as your last date at your previous address and also the first date that you moved into your new address.

Postcode

If you can't remember your postcode use the Royal Mail [UK Postcode Finder](#).

Foreign Addresses

If you cannot supply the address for a foreign country then please enter 'No fixed abode' for Address Line 1 and Town.



Once you have completed this section click 'Next'.

Section 3 – Additional Info

Place of Birth

Please enter details for your place of birth and add any additional surnames used.

Changed Surname

If you have changed your surname please provide your birth surname and the year you changed it.

Other names

Please provide details of any other names used (eg. nicknames or shortenings) at any time during your lifetime and the dates during which the names were used. Please enter each forename, middle name(s) and surname separately using the 'Add Name' button below.

The screenshot shows the 'Additional Info' section of the EBULK DISCLOSURES form. It includes a navigation bar with 'Next' highlighted. The main form area has a 'Place of Birth' section with fields for Country, County, Address, and Postcode. Below that is an 'Other Names' section with a table for Name, Type, From, and To. A 'Next' button is at the bottom right.

Once you have completed this section click 'Next'.

Section 4 – Employment Details

The screenshot shows the 'Employment Details' section of the EBULK DISCLOSURES form. It includes a navigation bar with 'Next' highlighted. The main form area has a 'Position Applied for' field and an 'Employer Name' field. A 'Next' button is at the bottom right.

In “Position Applied for” please enter **“SCHOOL SCIENCE AMBASSADOR”** exactly as written. In “Employer Name” please enter **“explore STEM”** exactly as written.

continued...

Conviction History

If you have never committed a criminal offence then please select 'no'.

If you have an 'unspent' conviction then please select 'yes'. An 'unspent' conviction is any conviction that is still held on your criminal record.

If your conviction has been 'spent' (eg. you committed a minor offence sometime ago that has since been removed from your record) you do not have to answer 'yes'.

For more information see Rehabilitation of Offenders Act 1974 at:

<http://www.dft.gov.uk/pgr/security/crc/rehabilitationofoffendersact1974>.

This will give you guidance as to whether your conviction is 'unspent' or 'spent'.

Once you have completed this section click 'Next'.

Section 5 – Confirmation and Consent

Now read through your application to ensure that there are no omissions/errors before you submit your application. If you wish to edit a section of your application click on 'edit' next to the section of the form that requires changes.

At the end of the application please make sure that you complete the Applicant Consent section.

By completing the form you will be consenting to the transfer of your information to the Criminal Records Bureau for the purpose of a Disclosure Application.

You will be required to confirm that the information that you have provided in support of the application is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence.

Please tick the box on the application as shown to indicate your consent.

Finally click 'Complete'.

You have now completed your application form and you will be given a reference number. Please make a note of this number for reference purposes, in case you are asked for it. If you entered an email address onto your application form you will receive a confirmation email containing these details.

The next step is to verify your ID (see p 5) & then we will process your application & send on to the CRB. You will receive a paper copy of the disclosure to your current address & we will also be notified. The online applications system makes it much easier for us to track your application, so if you have any queries please do get in touch.

ambassadors@explorestem.co.uk

075811 96955

as outlined below:

NB. At least one document must show your current address and at least one document must show your date of birth.

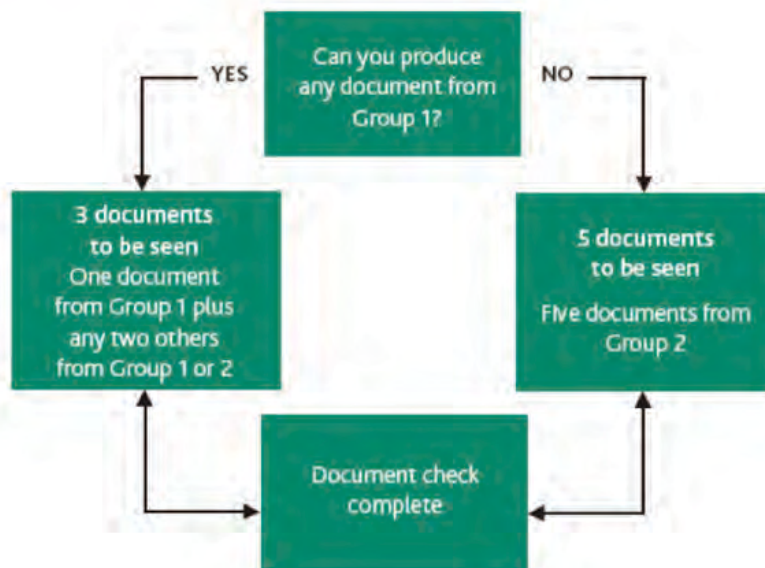


Table of Acceptable Group 1 and Group 2 Documents

Group 1
Valid passport (any nationality) Original UK Birth Certificate (issued within 12 months of date of birth) (full or short form acceptable) UK Driving Licence (photo card & counterpart or old style paper licence) Valid photo identity card (EU countries only) UK Firearms Licence Adoption Certificate HM Forces ID Card

Group 2		
Issued whenever	Issued within last 3 months	Issued within last 12 months
<ul style="list-style-type: none"> • Marriage certificate • 'Re-issued' UK birth certificate, issued after 12 months of date of birth (full or short form acceptable) • Valid NHS Card • Exam certificate (e.g. GCSE, NVQ) • Valid vehicle registration document • Valid TV Licence • Certificate of British nationality • Valid insurance certificate • National Insurance number card • Connexions card • Asylum registration card 	<ul style="list-style-type: none"> • Utility bill (electricity, gas, water, telephone, mobile phone contract / bill)* • Credit card statement* • Store card statement* • Mail order catalogue • statement • Correspondence or a document from: the Benefits Agency; Employment Service; Inland Revenue; or a Local Authority • Addressed payslip • Bank or building society statement • Letter from Head Teacher 	<ul style="list-style-type: none"> • Financial statement (e.g. pension, endowment, ISA) • Child benefit book • Work permit / visa • Mortgage statement* • P45/P60 statement • Court summons • Disclosure certificate (issued in the last 12 months)