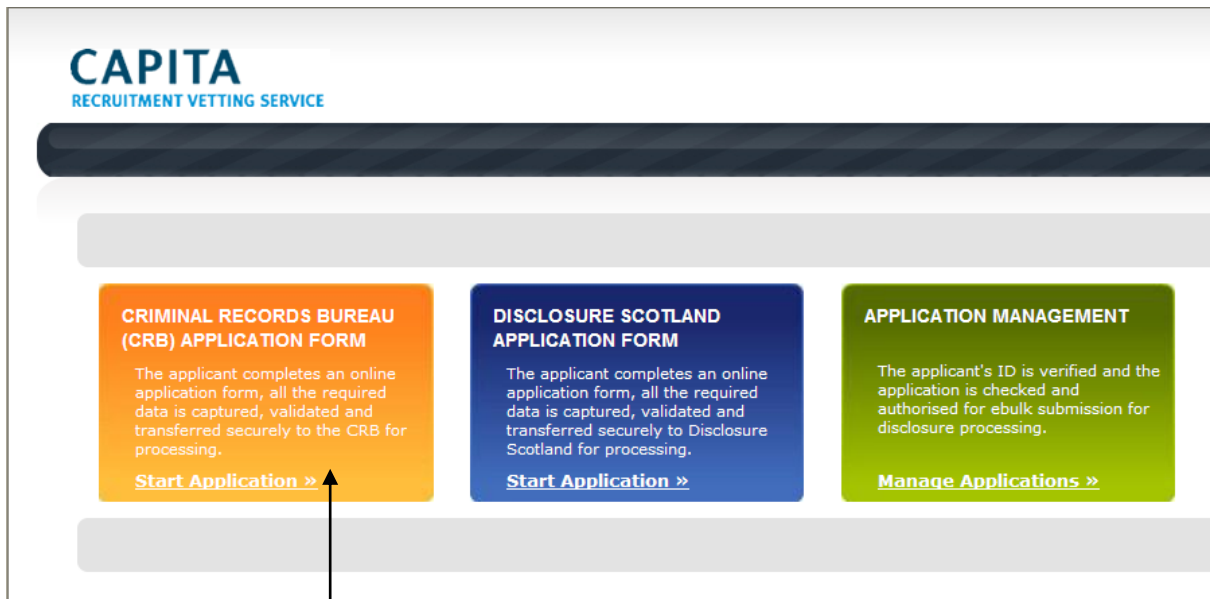


1. How do I complete the Disclosure and Barring Check (DBS)?

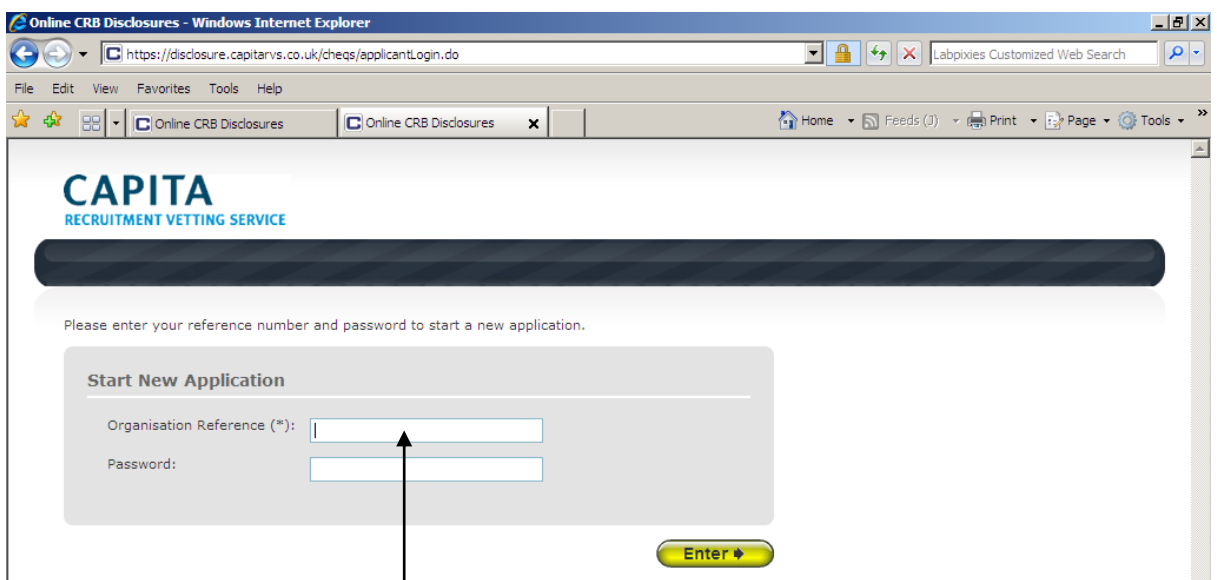
Please follow the steps as illustrated below:

Please click on the following Web Link to access the system:

<https://disclosure.capitarvs.co.uk/cheqs/rbLogin.do> (below is a screen shot of the page you should be taken to)



Click in the Orange box **START APPLICATION**



Enter the following details and press Enter (*please note the system is case sensitive*)
 Organisation Reference: **HEARTCOMPLIANCE**
 Password: **Heart2011**

You will be guided through a 5 step process, and should you make any errors, the system will alert you to the mistake and ask you to re-enter the information. On the right hand side of the page you will find additional information to help guide you through the steps.

When you get to Stage 4 please prefix your Job title with the word HOSPITAL
Position Applied For:

HOSPITAL – followed by your job title.

Online CRB Disclosures - Windows Internet Explorer

https://disclosure.capitarvs.co.uk/cheqs/application/employment.do

Labpixies Customized Web Search

File Edit View Favorites Tools Help

Online CRB Disclosures Online CRB Disclosures x

Home Feeds (0) Print Page Tools

CAPITA
RECRUITMENT VETTING SERVICE

1) About You : 2) Address History : 3) Additional Info : **4) Employment** : 5) Confirm

Please complete the fields below

Employment Details

Position Applied For (*):

Employer Name (*): HEART OF ENGLAND NHS FOUNDATION TRUST

Conviction History

An 'unspent' conviction is any conviction that is still held on your criminal record.

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

Do you have any unspent convictions? (*): -- select --

Information

Position Applied For
Please provide the name of the position you are applying for.

Employer Name
This has been defaulted to the organisation you are applying through but can be amended if required.

Conviction History
If you have any unspent convictions you must select Yes.

For more information see [Rehabilitation of Offenders Act](#)

Previous Next

Once you have submitted the DBS form you will be required to bring in documentary evidence to the nominated representative to carry out and validate the identity check; a list of acceptable documents is listed on the final page of the form.

You must provide **original** documentation only, photocopies cannot be accepted.