disclosure services
Expert Support. Informed Clients. Clear Decisions.

INITIATING A NEW APPLICATION

1. To initiate a new application for one of your applicants, click on the **'+ Create New Application'** button at the top of the left hand menu. This will open a new window on your Dashboard where you will be asked to enter the **First Name**, **Last Name** and **Email Address** of the **applicant**.

   ***Please Note**: You will need to ensure that you have entered the correct email address for the applicant, especially if you are choosing the 'Send Invitation' option below. Entering the applicant's email address will ensure that theyreceives all of the necessary information in relation to their application.*

2. Next, choose the organisation that the person will be working for from the '**Organisation**' dropdown and then select the position that they are applying for from the '**Positions**' dropdown.

   ***Please Note**: If the position that they are applying for is not shown in the dropdown list, please contact Disclosure Services and we will be able to add a position for you.*

3. Select the correct agency from the '**Agency**' dropdown depending on where the applicant will be working.

   If the applicant will be working in **England and Wales**, you would select **DBS** from the dropdown.
   If the applicant will be working in **Scotland** you would select **Scotland** from the dropdown (Basic level only)

   ***Please Note**: If you require higher level Scotland applications, please speak to a member of the Disclosure Services team.*

4. Finally, choose the most appropriate method to fill in the application:

   - **SEND INVITATION** - This option is for applicants that will be filling in the application remotely (i.e. from home) and submitting it to you for review. The applicant will receive an access email and upon successful submission, you will be able to find the application within your '**Awaiting Review**' pool.

   - **PROCEED TO FORM** - If the applicant is present or on the phone or you have been given permission to complete the application on their behalf, you would choose this option. The application will open in a new window allowing you to populate the information.