Members of University of Edinburgh staff employed in posts requiring Disclosure Scotland checks are not permitted to commence work until a satisfactory Standard Disclosure check or Protection of Vulnerable Groups (PVG) scheme record/update has been received as appropriate.

Further information, including the University’s PVG Policy, can be found on our [website](https://www.ed.ac.uk/human-resources/about/in-colleges/medicine-vet-medicine/nhs-honorary-cover/disclosure-risk-assess).

**To initiate an application, please complete the relevant parts of this form and submit it along with the documents specified to** [**Human Resources**](mailto:medstaffing@ed.ac.uk)**:**

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| **All applicants** | * Complete **Section 1** * Provide verified ID and any other documents specified in **Sections 2 & 3** |
| **Standard Disclosure** | * Complete the application linked at **Section 4** |
| **PVG** | * Complete the details in **Section 5** |

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| **SECTION 1 – APPLICANT DETAILS** | | |
| **Full Name of Applicant** | Click or tap here to enter text. | |
| **Requisition Number** (for advertised posts) | Click or tap here to enter text. | |
| **Employee Number** (for current employees) | Click or tap here to enter text. | |
| **Job Title** | Click or tap here to enter text. | |
| **Proposed start date** (employment start date or date relevant work is expected to commence) | Click or tap here to enter text. | |
| **Type of check/s required**  (Please see guidance [here](https://www.ed.ac.uk/human-resources/about/in-colleges/medicine-vet-medicine/nhs-honorary-cover/disclosure-risk-assess) or discuss with [Human Resources](mailto:medstaffing@ed.ac.uk) as required) | **Standard Disclosure** | Proceed to sections 2, 3 & **4** of the form |
| **PVG - Protected Adults**  **PVG - Children** | Proceed to sections 2, 3 & **5** of the form |

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| **SECTION 2 – DOCUMENTATION REQUIRED** | | |
| **All applicants** | 3 verified forms of ID (at least one photographic and one address-based). See Section 3 for guidance. Verification should be carried out by the recruiting department to the standard of a right to work check. | |
| Applicants who have been **resident in a country outside the UK** for a period of 3 months or more during the past 5 years prior to their start date of employment | A criminal records check certificate or equivalent from each country in which they have been resident. Guidance on obtaining the appropriate certificates is available [here](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants) | |
| Applicants who will be working in the **NHS** (e.g. work with patients, patient data or tissue) | Please refer to the guidance on [NHS Honorary Cover](https://www.ed.ac.uk/human-resources/about/in-colleges/medicine-vet-medicine/nhs-honorary-cover/nhs-honorary-cover) to confirm the additional checks and documentation required | |
| **SECTION 3 - ACCEPTED FORMS OF IDENTIFICATION**  3 verified forms of ID must be provided with a Disclosure or PVG application. At least one of the documents must be **photographic** and at least one must show the applicant’s **current home address** | | |
| **Forms of ID** | | **Proof of Address** |
| * Passport * UK Driving Licence (Full or Provisional) * Valid EU Country Photo Identity Card * UK Firearms licence * HM Forces ID card (UK) * Birth Certificate (issued within 12 months of date of birth, full or short form acceptable) * Adoption Certificate (UK) * Marriage / Civil Partnership Certificate * Permanent residence card, registration certificate, Biometric Immigration document, or other document issued by the Home Office or the UKVI * Asylum Registration Card * Certificate of British nationality | | * Utility Bill (electricity, gas, water, telephone – including mobile phone) * Bank or Building Society Statement\*\* * Credit Card Statement * Store Card Statement * Mortgage Statement * Valid Insurance certificate * P60 or P45 * Letter from a Government agency/department\* * Financial statement e.g. pension, endowment, ISA\*\* * Valid vehicle registration document * Court summons * Court Claim Form   \* must be less than 3 months old \*\* issued within the last 12 months |

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| **SECTION 4 - STANDARD DISCLOSURE**  Tick to confirm the rationale for the application | |
| Veterinary Surgeon |  |
| The applicant’s normal duties are concerned with the provision of health services and are of such a kind as to enable the applicant to have access to persons in receipt of such services, but are not within the definition of regulated work (see Section 5) where PVG is required |  |

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| **Please provide further details of the of applicant’s duties that require Standard Disclosure**  (not required for veterinary surgeons) |
| Click or tap here to enter text. |
| Please complete the application form available from the [Disclosure Scotland website](https://www.mygov.scot/email-disclosure-application-form)  Note that applicants should only complete sections 1-5. The remainder will be completed by HR.  DO NOT COMPLETE THIS FORM IF YOU REQUIRE PVG – PLEASE CONTINUE TO SECTION 5 BELOW |

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| **SECTION 5 – PROTECTION OF VULNERABLE GROUPS (PVG) SCHEME APPLICATION**  On receipt of all details and documentation HR will commence the online PVG process. The applicant will receive an email from Disclosure Scotland inviting them to complete their application |

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| **Regulated work with Children** (please see guidance [here](https://www.ed.ac.uk/sites/default/files/atoms/files/regulated_work_with_children.pdf))  Tick to confirm the activities the applicant will undertake as part of their normal duties: | |
| Caring for children |  |
| Teaching, instructing, training or supervising children |  |
| Being in sole charge of children |  |
| Unsupervised contact with children under arrangements made by a responsible person |  |
| Providing advice or guidance to a child or to particular children which relates to physical or emotional well-being, education or training |  |
| Moderating a public electronic interactive communication service which is intended for use wholly or mainly by children |  |
| Work on any part of day care premises at times when children are being looked after |  |
| Normal duties include work in an establishment such as a children’s hospital, care home or school and give the applicant the opportunity to have unsupervised contact with children |  |

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| **Regulated work with Protected Adults** (please see guidance [here](https://www.ed.ac.uk/sites/default/files/atoms/files/regulated_work_with_protected_adults.pdf))  Tick to confirm the activities the applicant will undertake as part of their normal duties: | |
| Caring for protected adults |  |
| Teaching, instructing, training or supervising protected adults |  |
| Being in sole charge of protected adults |  |
| Providing assistance, advice or guidance to a protected adult or particular protected adults which relates to physical or emotional well-being, education or training |  |
| Inspecting adult care services |  |
| Please tick to confirm which service/s the Protected Adults are in receipt of  (please see guidance [here](https://www.ed.ac.uk/sites/default/files/atoms/files/regulated_work_with_protected_adults.pdf)) | |
| Registered care services |  |
| Health services |  |
| Community care services |  |
| Welfare services |  |

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| **Please provide further details of the of applicant’s duties that require PVG** |
| Click or tap here to enter text. |

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| **PVG Applicant Details** | |
| **Applicant’s Email Address** | Click or tap here to enter text. |
| **Applicant’s Date of Birth** | Click or tap here to enter text. |
| **Applicant’s Current Home Address**  (corresponding proof of address required, see Section 3. Must be the latest address that the applicant will specify when completing their address history on their PVG application) | Click or tap here to enter text. |
| **Is the applicant already a PVG Scheme Member?**  Tick all that apply. (If unsure, please contact Disclosure Scotland on 0300 020 0040 or email [response@disclosurescotland.gov.scot](mailto:response@disclosurescotland.gov.scot)) | No  Yes – for work with Protected Adults  Yes – for work with Children |