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| Disclosure and PVG Request Form |
| **Guidance**Members of University of Edinburgh staff who are 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 [Disclosure and PVG Checks](https://www.ed.ac.uk/human-resources/recruitment-guidance/disclosure-and-pvg-checks) webpage.To initiate an application, please complete the relevant parts of this form and submit it along with the documents specified to Human Resources. |
| **Standard Disclosure Applications** | Complete [**Section 1**](#Section1)Provide verified ID and any other documents specified in [**Section 2**](#Section2) **and** [**Section 3**](#Section3)Complete the details in [**Section 4**](#Section4) and download and complete sections 1-5 of the application linked at [**Section 4**](#Section4)**.** |
| **PVG Applications** | Complete [**Section 1**](#Section1) **and** [**Section 1b**](#Section1b)Provide verified ID and any other documents specified in [**Section 2**](#Section2) **and** [**Section 3**](#Section3)Complete the details in [Section 1b](#Section1b) and [**Section 5**](#Section5) |
| **Section 1: Applicant Details** |
| Full Name of Applicant |       |
| Job requisition Number (for advertised posts) |       |
| Assignment Number (for current employees) |       |
| Job Title |       |
| Proposed Start Date | Click or tap to enter a date. |
| School/Department |       |
| Type of Check/s required - please tick all that apply.(Please see guidance available on the [Disclosure and PVG Checks](https://www.ed.ac.uk/human-resources/recruitment-guidance/disclosure-and-pvg-checks) webpage. If you have any questions please discuss with Human Resources as required). |
| [ ] Standard Disclosure | Proceed to sections 2, 3 & **4** of the form |
| [ ] PVG – Protected Adults | Proceed to sections 1b, 2, 3 & **5** of the form |
| [ ] PVG - Children |
| **Section 1b: PVG Applicants Only complete this section below** |
| Applicants Email Address |       |
| Applicants Date of Birth | Click or tap to enter a date. |
| Applicants **Current** Home Address(corresponding proof of address is required, see Section 3. It must be the latest address that the applicant will specify when completing their address history on their PVG application) |       |
| 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) | [ ]  No [ ]  Yes – for work with Protected Adults [ ]  Yes – for work with Children |
| **Section 2: Documentation Required** |

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| All Applicants | Three verified forms of ID (at least one photographic and one address-based). See [Section 3](#Section3) 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 |

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| **Section 3: Accepted Forms of Identification**Three 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. |

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| **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 |
| **Section 4: Standard Disclosure** |

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| **All applicants applying for a Standard Disclosure check must download and complete sections 1-5 of the application form 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.This form is not required for PVG Check. Please complete [Section 5](#Check5) below for PVG check. |

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| **Please tick the rationale for the application below.** |
| 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 [Disclosure Scotland website](https://www.mygov.scot/email-disclosure-application-form) | [ ]  |

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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. |

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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. |
| **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. |
| **Section 6:** **Before submitting this form please check that the following has been completed and is attached to the request.** |
| **Standard Disclosure Check** | **PVG Check** |
| Completed [**Section 1**](#Section1)**[ ]**  | Completed [**Section 1**](#Section1)**[ ]**  |
| Provided verified ID and any other documents specified in [**Section 2**](#Section2) **&** [**Section 3**](#Section3)**[ ]**  | Provided verified ID and any other documents specified in [**Section 2**](#Section2) **&** [**Section 3**](#Section3)**[ ]**  |
| Completed sections 1-5 of the application form from the [Disclosure Scotland website](https://www.mygov.scot/email-disclosure-application-form) [ ]  | Completed the details in [**Section 5**](#Section5)**[ ]**  |
| **Completed forms and relevant attachments should be emailed to** **Human Resources** |
| Completed By |       |
| Date | Click or tap to enter a date. |