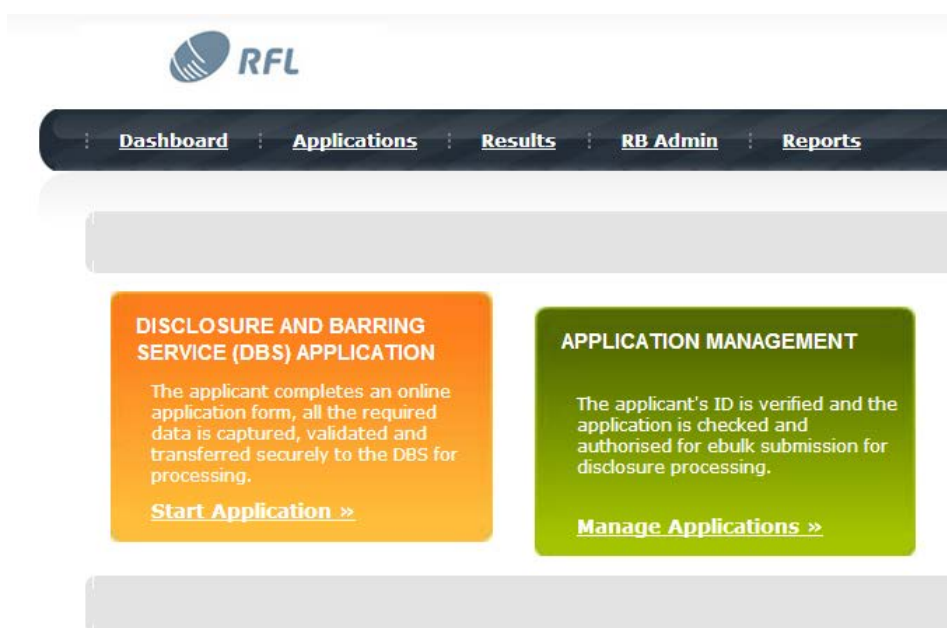


Online DBS System – Applicant Guide

From July 2014 you are now able to submit your DBS application using the new online system. This process is significantly quicker than completing a paper based application as once the application has been verified it is sent electronically to the DBS for processing. It also eliminates the possibility of making a mistake on the application form as you will not be allowed to continue to the next stage until each part has been filled in correctly.

To begin the process you will need to visit the following website: disclosure.capitarvs.co.uk/rfl/.



Once there you will need to click on 'Start Application' within the orange box to begin the process.

The image shows the 'Start New Application' form. At the top left is the RFL logo. Below it is a dark navigation bar. The main content area has a grey background and contains the text: 'Please enter your reference number and password to start a new application.' Below this text is a form titled 'Start New Application'. The form has two input fields: 'Organisation Reference (*)' and 'Password:'. The 'Organisation Reference (*)' field is highlighted in yellow. Below the form is a green button with the text 'Enter >'.

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

Start New Application

Organisation Reference (*):

Password:

Enter >

From there you will need to enter the reference that corresponds with your club and a password. You can find out your organisation reference here: <http://media.therfl.co.uk/docs/Club%20List.pdf>. The password for all clubs is **rfl123**.

I have read and understand this statement (tick to confirm)

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Next ▶

On the next two pages you will have to agree to the RFL Statement of Fair Processing and DBS identification process. This can be done by ticking the box as shown above and clicking next.

On the first section of the application form you will need to fill in the following details:

- Gender
- Title
- Forename
- Middle names (if applicable)
- Surname
- Date of birth
- National insurance number
- Language
- Telephone Number
- Email Address

Once the details above have been completed click next to move on to the next session.

Please provide your address history covering the last 5 years

You should enter the addresses in chronological order starting with the most recent, your address history needs to include Aug 2009 - present. The dates provided must also be continuous and not contain any gaps.

Click on the 'Add Address' button below to add an Address.

✔ Thankyou, you have completed the 5 year address history. Click next to proceed.

Address	From	To	
24 HIGH STREET LEEDS LS1 2AB UNITED KINGDOM	Feb 2011	Present	Edit
4 HIGH STREET LEEDS LS1 2CD UNITED KINGDOM	Feb 2007	Feb 2011	Edit Delete

[Add Address](#)

◀ Previous

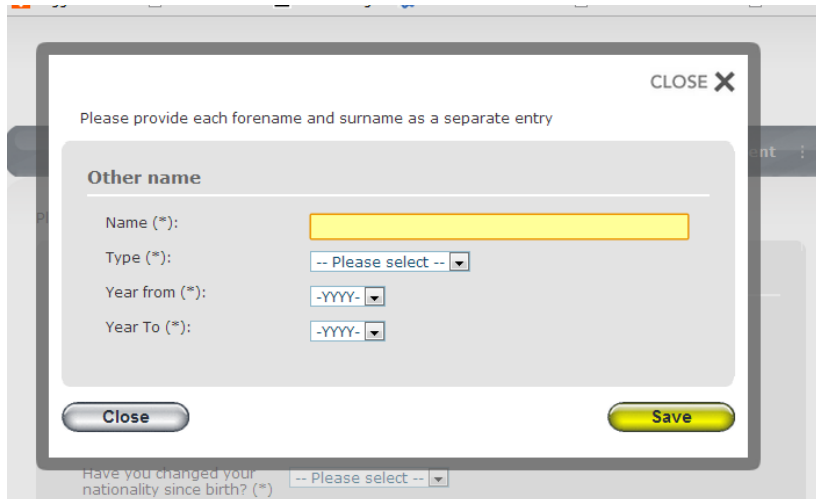
Next ▶

In section 2 you will need to provide your address history for the last 5 years, this must be continuous. If you have lived at the same address for more than 5 years then all you need to do is fill in your current address and you will be able to move on to the next section. If you have moved within this time you will need to add further addresses until a 5 year period has been covered. As shown above you will receive confirmation when you are able to move on to the next section.

On the third section you will need to fill in the following information:

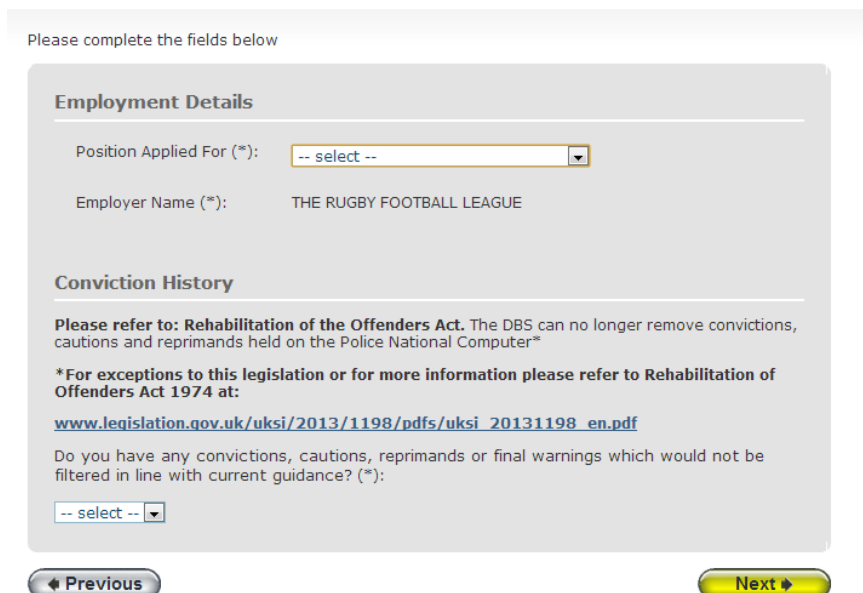
- Town of birth
- Country of birth
- Nationality at birth

You will also need to confirm whether or not you have changed nationality and/or your surname since birth.



A screenshot of a web form titled "Other name". At the top right is a "CLOSE X" button. Below the title is a grey box containing the instruction "Please provide each forename and surname as a separate entry". The form fields are: "Name (*)" with a yellow text input field; "Type (*)" with a dropdown menu showing "-- Please select --"; "Year from (*)" with a dropdown menu showing "-YYYY-"; and "Year To (*)" with a dropdown menu showing "-YYYY-". At the bottom of the grey box are two buttons: "Close" and "Save". Below the grey box, the text "Have you changed your nationality since birth? (*)" is partially visible with a dropdown menu showing "-- Please select --".

If you have ever been known by any other names, for example if you have changed your surname due to getting married you will need to add this information here. As shown in the image above you will need to enter the type of name you have changed (i.e. Surname or Forename), what this has changed to, and the years you were known by this name. You can add as many names as necessary by clicking on the add name button.



A screenshot of a web form with two main sections. The first section is titled "Employment Details" and contains: "Position Applied For (*)" with a dropdown menu showing "-- select --"; and "Employer Name (*)" with the text "THE RUGBY FOOTBALL LEAGUE". The second section is titled "Conviction History" and contains: a paragraph of text starting with "Please refer to: Rehabilitation of the Offenders Act. The DBS can no longer remove convictions, cautions and reprimands held on the Police National Computer*"; a sub-heading "*For exceptions to this legislation or for more information please refer to Rehabilitation of Offenders Act 1974 at:"; a blue hyperlink "[www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf](\"http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf\")"; and a question "Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? (*)" with a dropdown menu showing "-- select --". At the bottom of the form are two buttons: "Previous" and "Next".

On the fourth stage you will need to select the role you will undertake at your club or organisation. This is done by picking from a drop down list of roles which qualify for a DBS check, your employer name is automatically filled in based on the reference entered at the start of the process. Once you

have answered the final question relating to any previous criminal convictions you will be taken to an overview of your application. Here you are able to check and if necessary edit any of the details you have filled in.

Applicant Consent

By completing this form I consent to the transfer of my information to the Disclosure and Barring Service for the purpose of a Disclosure Application.

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

Please tick this box to indicate your consent:

[◀ Previous](#) [Complete ▶](#)

Once you have checked all your details have been filled in correctly the final stage is to tick the applicant consent box as shown above. You are then able to complete your application.

As with a paper application you will need to arrange for your identity to be verified before your application can be sent to the DBS for processing. You can find the most recent list of individuals who are able to verify your identity at the following website - www.therfl.co.uk/the-rfl/child_welfare under the heading 'EBULK Verifiers'. If you are unsure as to what documents you must provide please click [here](#) to visit the DBS website.

Once an application has been processed The RFL are able to check whether or not your disclosure certificate contains 'information'. If your certificate does contain 'information' you will need to send the original copy of this to the following freepost address so that it can be risk assessed:

Operations Department, Freepost, RRKR-LZEJ-EBXU, RFL, Red Hall, Red Hall Lane, Leeds, LS17 8NB

If your certificate is clear then you do not need to do anything. You will receive a confirmation email from the Safeguarding Team confirming you are able to volunteer in the role in which you applied.

If you have any further questions please email safeguarding@rfl.uk.com .