

STEP ONE:

Completing your STEMNET Application



The first step to becoming a STEM Ambassador involves completing the STEMNET application form:



<https://db.stemnet.org.uk/register/ambassador>

I am applying as part of the Researchers in Residence (RinR) Programme [click here for more information](#)

* Preferred STEM Ambassador administrator [click here for information about STEM Ambassador administrators](#):

Select

i Select 'West Yorkshire' as your STEM Administrator

Continue

i Enter your highest level qualification; ignore the section on professions unless you are a member of one of those listed; indicate your principle area of STEM expertise - perhaps 'Science'. Enter a few words about your expertise - perhaps a particular area of science that you are interested in.

Your STEM Background

* Highest level qualifications:
Select...

What professional institution do you belong to?:

Association for Clinical Biochemistry
Association for Science Education
BioSciences Federation
British Association for the Advancement of Science

You can press and hold control to select more than one, please email info@stemnet.org.uk if your professional institution has a clear link to STEM and is not listed. We will then organise for it to be added for you.

* Principal STEM area of expertise:
Select...

e.g I have an MEng in Civil Engineering OR I have a chemistry background and have spent most of my career in the pharmaceutical industry

* Further information on your expertise:

* Employment Status:
Select...

Industry Sector:
Select...

Employer:

Please enter the employer name in a field above, and select from a list of available employers.

Job title:

Are you joining as part of another STEM role-model scheme e.g. BT IT Ambassadors?
Please note, if you state that you are joining as part of one of the STEM role model schemes listed, then we will assume that you agree to STEMNET sharing your contact details with the authorised lead coordinator for this scheme. The list includes only role model schemes with which STEMNET has a formal agreement. This list will be updated as appropriate.
Select...

* How did you hear about the STEM Ambassador programme?:
Select...

Subjects that interest me:

Biology
Chemistry
Maths
Physics

i Select the most appropriate industry sector - such as 'Education', if you are in employment, please enter details about employer and job title, ignore the section on STEM role models if this do not apply to you, select 'STEM Ambassadors Management contract holder' in the box asking how you heard about STEM Ambassadors.

On the final screen you are asked to tick a number of boxes indicating who STEMNET can share your information with. If you do not wish others to receive this information, just leave these boxes blank. Click that you agree to the terms and conditions of becoming a STEM Ambassador and then click submit/register. That's it!



STEP TWO:

Completing your CRB Application



Step two will involve completing a Criminal Records Bureau application. The online form can be accessed here:



<https://disclosure.capitarvs.co.uk/stemnet/>

STEMNET

1 CRB APPLICATION FORM
The applicant completes an online application form, all the required data is captured and validated.
[Start Application »](#)

2 APPLICATION MANAGEMENT
The applicants ID is verified and the application is checked and authorised for eBuk submission to the CRB.
[Manage Applications »](#)

3 DISCLOSURE PROCESSING
The application data is transferred securely to the CRB for disclosure processing, once complete an electronic disclosure result is received.

i Click 'Start Application' in box 1

STEMNET

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

Start New Application

Organisation Reference (*):

Password:

[Enter »](#)

i The organisation ref is 'WYORKS' (ignore the request for a password – just click 'enter')

Fill in your personal details (don't worry if you do not have your NI number to hand – you can leave this blank)

Personal Details

Title (*):

Forename (*):

Middle name 1:

Middle name 2:

Middle name 3:

Surname (*):

Date of birth (*):

Gender (*):

NI Number:

i When you get to the screen that asks 'Position applied for' you must enter 'School Science Ambassador', leave the employer name as 'Research Toolkit'

The best ID documents to produce are: your passport, a bank statement OR phone bill (less than 3 months old and with your current address on it), and your National Insurance card.

Employment Details

Position Applied For (*):

Employer Name (*):

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? (*):

ID requirements for CRB check (which will take a few minutes on the day):

Group 1 (you need to show the original of **one** of these)

Passport, EU National Identity Card, Identity Card for Foreign Nationals (ICFN) / Biometric residence permit, Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands; either photocard or paper (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey), Birth Certificate (UK & Channel Islands) – issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces, HM Forces ID Card (UK), Firearms Licence (UK), Adoption Certificate (UK and Channel Islands)

Group 2 (you need to show the original of **two** of these)

Marriage/Civil Partnership Certificate, Financial Statement** – e.g. pension, endowment, ISA, Birth Certificate, Vehicle Registration Document (Document V5 old style and V5C new style only), P45/P60 Statement** (UK & Channel Islands), Mail Order Catalogue Statement*, Bank/Building Society Statement*, Court Claim Form** (UK), Documentation issued by Court Services*, Utility Bill* – electricity, gas, water, telephone – including mobile phone contract/bill, Exam Certificate e.g. GCSE, NVQ, O Levels, Degree, TV Licence**, Addressed Payslip*, Credit Card Statement*, National Insurance Card / letter (UK & Channel Islands), Store Card Statement*, NHS Card (UK & Channel Islands), Mortgage Statement**, Benefit Statement* – e.g. Child Allowance, Pension, Insurance Certificate**, Council Tax Statement (UK & Channel Islands)**, Work Permit/Visa (UK)**, A document from Central/ Local Government/Government Agency/ Local Authority giving entitlement (UK & Channel Islands) (e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security)*, CRB, Disclosure Scotland and ISA Certificate (UK)**, Letter from a Head Teacher*, Connexions Card; including those cards carrying the PASS accreditation logo (UK & Channel Islands), General Medical Council (GMC) Certificate.

Denoted with * – it should be less than three months old. Denoted with ** – it should be issued within the past 12 months