

## DOCUMENT CHECKLIST

Bring the following original documents with you to your registration meeting so we can clear you for work:

### **Visual Identification**

Photo ID: ideally a valid passport but if not then a valid Driving Licence together with a full Birth Certificate. If you have no photo ID then call an advisor.

A photograph will be taken during registration unless you wish to bring two passport sized photographs.

### **Qualifications**

Certificates of relevant qualifications – Teaching Qualifications and Early Years Practitioners etc.

### **National Insurance Number**

Proof of your National Insurance Number (i.e. P60, P45, Correspondence from HMRC or letter from Job Centre).

### **Place of Residence**

Two letters of proof of address – i.e. a utility bill or bank statement (dated within the past 3 months).

### **Reference**

Details of 2 Referees to be teaching or education based.

### **DBS**

Enhanced DBS Disclosure (If you have more than one please bring all of them with you). If you do not have a DBS Disclosure you will need to pay for a new DBS which can be arranged with us and you can pay via a bank card during registration or BACS transfer afterwards.

The cost of an enhanced DBS from 01/10/2019 is £40.

### **Visa**

Entry Clearance Visa/Work Permit if applicable.