

| DOCUMENT CHECKLIST | | YES/NO |
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| Eligibility to work in the UK | | |
| Passport | | |
| Full Birth Certificate | | |
| Biometric Residence Permit | | |
| UK Residence Permit | | |
| EU National ID Card | | |
| Photo Identification | | |
| Passport | | |
| Photo Driving Licence | | |
| EU National ID Card | | |
| Proofs of address | | |
| If not providing a UK Driving Licence, you must provide us with 2 proofs of address | | |
| Both must be dated in the last 3 months unless otherwise stated | | |
| Mortgage statement – dated within last 12 months | | |
| Bank/Building Society Statement | | |
| Bank Building Society Account Opening Letter | | |
| Credit Card Statement | | |
| Financial Statement – dated within the last 12 months | | |
| P45/P60 - dated within the last 12 months | | |
| Council Tax Statement - dated within the last 12 months | | |
| Utility Bill (not a mobile phone) | | |
| Benefit Statement e.g. Tax credits, pension | | |
| A document from Central Government e.g. DWP, HMRC | | |
| Evidence of name change | | |
| Please provide evidence if your Eligibility and ID documentation does not match your current name | | |
| Marriage Certificate | | |
| Divorce Certificate | | |
| Name Change/Deed Poll Documentation | | |
| Proof of National Insurance Number | | |
| National Insurance Card | | |
| P45/P60 | | |
| Payslip from a previous employer | | |
| A document from Central Government e.g. DWP, HMRC | | |
| Career History | | |
| Full CV covering the last 10 years, or back to compulsory education, whichever is most recent | | |
| This must be in MM/YYYY format | | |
| Proof of Qualifications | | |
| Teacher Reference Number | | |
| QTS Certificate | | |
| Degree Certificate, NNEB, BTEC, CACHE | | |
| DBS | | |

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| Original Certificate (if applicable) | |
| Proof of application in progress | |
| Overseas Police Check | |
| If you have been overseas within the last 5 years for six months or more we will require an overseas police check from the relevant country. | |