

<b>Document Checklist</b>	<b>YES/NO</b>
<b>Eligibility to work in the UK (please provide <u>one</u> of the following)</b>	
Passport	
Full Birth Certificate	
Biometric Residence Permit	
UK Residence Permit	
EU National ID Card	
<b>Photo Identification (please provide <u>one</u> of the following)</b>	
Passport	
Photo Driving Licence	
EU National ID Card	
<b>Proofs of address</b>	
<b>*You must bring two proofs of address to your registration and both must be dated within the last three months (unless stated otherwise)</b>	
Photo Driving Licence	
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	
<b>Evidence of name change</b>	
<b>*Please provide applicable evidence if your Eligibility and ID documentation does not match your current name*</b>	
Marriage/Divorce Certificate	
Name Change/Deed Poll Documentation	
<b>Proof of National Insurance Number (please provide <u>one</u> of the following)</b>	
National Insurance Card	
P45/P60	
Payslip from a previous employer	
A document from Central Government e.g. DWP, HMRC	
<b>Career History</b>	
Full CV covering the last 10 years, or back to compulsory education, whichever is most recent. This must be in MM/YYYY format.	
<b>Proof of Qualifications (where applicable)</b>	
Teacher Reference Number	
QTS Certificate	
Degree Certificate, NNEB, BTEC, CACHE	
Proof of Pay Scale	
<b>DBS</b>	
Original Certificate (if applicable)	
Proof of application in progress	
<b>Overseas Police Check</b>	
If you have been overseas within the last five years, for six months or more, we will require an overseas police check from the relevant country or a letter of good conduct.	
<b>Safeguarding</b>	
You must provide evidence of recent safeguarding training (within the last two years) but if that's not possible, please complete the online assessment which is supplied in your registration email.	