

## DOCUMENT CHECKLIST

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

- CV - up-to-date CV Visual Photo ID: ideally a valid passport but if not then a valid driving licence together with a 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.
- Certificates of relevant qualifications – Teaching Qualifications or Early Years Practitioners etc.
- Proof of your National Insurance Number (i.e. P60, P45, correspondence from HMRC and letter from Job Centre).
- Two letters of proof of address (i.e. a utility bill or bank statement, dated within the past 3 months).
- Details of 2 referees.
- 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 is £48.00
- Entry Clearance Visa/Work Permit if applicable.