



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.

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.