



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

CV - up-to-date CV

Visual Identification

- 2 forms of original ID: ideally a valid passport but if not then a full, valid Driving Licence together with a full birth certificate. If you have no photo ID, then call an advisor
- Proof of name change if applicable (i.e. marriage certificate, civil partnership certificate, adoption certificate, deed poll document).
- A passport sized photograph.

Qualifications

- Certificates (originals) of relevant qualifications – Teaching Qualifications or 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 different letters of proof of address – i.e. a utility bill or bank statement (dated within the past 3 months).

Reference

Details of 3 referees to be teaching or education based to cover a minimum 5 year period of employment (if applicable). One reference should be from the Headteacher (Deputy head if Head has retired) of the candidate's last teaching post or student placement. We are unable to accept references from any other colleagues.

DBS

An Enhanced DBS Disclosure arranged via us which you can pay using a bank card during registration or a BACS transfer afterwards. We do accept a candidate's existing Enhanced DBS, but only if we see sight of the original certificate and check that they are registered on the 'update service'. The cost of an enhanced DBS Disclosure is £45. We carry out a 6 monthly check on the update service with your consent.

Entry Clearance Visa/Work Permit if applicable. You must hold a teaching qualification equivalent to British Qualified Teacher Status (QTS). This is checked via the National Academic Records Information Centre (NARIC).

Verified 10 year employment history.