PLEASE REMEMBER TO BRING ALONG THE FOLLOWING DOCUMENTATION:

**WE CAN ACCEPT ORIGINAL DOCUMENTS ONLY**

1. **Right to work in the UK** - You are required to provide proof of your Right to Work in the UK in the amendment to the Immigration, Asylum, and Nationality Act 2006.

2. **Proof of Identity and Address**. It is compulsory to provide at least one photographic proof of identity in order to complete your registration. We need a total of three **original documents**. The list of documents that can be accepted can be found below.

3. **DBS Certificate** - a copy of your current DBS Certificate, or current DBS signed to the update service. If your current DBS isn’t signed to the update service, or you do not have one, please bring £52.20 to apply for a new DBS Certificate if you do not already have one in process.

4. **Overseas Police Check** – if possible please bring along any police check you have for every country you have worked in.

5. **Teaching Qualifications or Degree Certificates** – If you are still awaiting your certificates please bring in a letter from your University confirming your qualifications.

6. **At least 2 Reference details** – One of which must be your previous/current employer as well as any fax, email and phones numbers that will help us contact them.

7. **Passport photo/ Or Electronic photo**

8. **CV** – A full professional curriculum vitae with no gaps in employment

**If you are unsure please do not hesitate to contact your local branch for assistance**

**Right work documents**

Any one of the documents listed below will provide the necessary evidence of the right to work in the UK. The document(s) provided must be the original.

**List A**- Contains the range of documents which you may accept for a person who has a permanent right to work in the UK.

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
• A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
• A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
• A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
• A certificate of registration or naturalisation as a British citizen, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B- Contains the range of documents which you may accept for a person who has a temporary right to work in the UK.

Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

• A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
• A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
• A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
• A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

Group 2 – Documents where a time-limited statutory excuse lasts for 6 months

• A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
• An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
• A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

(a) **Proof of Identity – Original documents only**

*(Photographic I.D Must be provided)*

• Current valid Passport or Biometric Residence Permit (UK).
• Current Driving Licence UK, Isle of Man, Channel Islands and EU (Full or provisional).
• Birth Certificate (UK and Channel Islands) - issued at the time of birth.
• Adoption Certificate- UK and Channel Islands.
• Please bring your Marriage Certificate or deed-poll documentation if applicable.

**Additional documents that need to be provided**

(b) **TWO proofs of address (must show current address) – Original documents only**

• Current Driving licence (old style paper version)UK/Isle Of Man/Channel and EU.
• Current Non-UK Photo Driving Licence -Must be valid (All Countries).
• Birth Certificate - issued after the time of birth(UK and Channel Islands).
• Marriage/Civil Partnership Certificate (UK and Channel Islands).
• HM Forces ID card (UK).
• Fire Arms Licence (UK ,Channel Islands and Isle Of Man).
• Bank/Building Society Account Opening Confirmation Letter *(Issued within the last 3 months)*
• EU National ID Card-Must be valid
• Cards carrying the PASS accreditation logo (UK and Channel Islands)-Must be valid.
• Credit card, Bank/Building Society Statement *(Issued within the last 3 months)*
• Utility Bill – Not Mobile Telephone *(Issued within the last 3 months)*
• Benefit Statement - e.g. Child Allowance, Pension *(Issued within the last 3 months)*
• A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security, Student Finance/Student Loans Company *(Issued within the last 3 months)*
• Mortgage statement/ Financial Statement e.g. pension, endowment, ISA *(Issued within the last 12 months)*
• Council Tax Statement *(Issued within the last 12 months)*
• P45/P60 Statement *(Issued within the last 12 months)*
• Work Permit/Visa (UK) (UK Residence Permit) *(Issued within the last 12 months)* Please bring a Home Office/solicitors or college letter to confirm your visa status along with your visa (working holiday visa’s exempt from confirmation letter).