



September, 2011

ID documentation Requirements.

For all Applicants

The School is committed to safeguarding and promoting the welfare of its pupils. For security purposes and, in accordance with the guidance issued by the DCSF, the School asks all applicants/volunteers to provide evidence of their identity and, where appropriate, qualifications. To this end, applicants invited to interview will be asked to bring to the school the following original documents:

Photographic Evidence

- Passport **OR** UK driving licence; and confirmation that you can work in the UK, where applicable.

Documentary Evidence

- two recent (issued within the last three months) utility bills or statements (from different sources) - original documents, not downloaded from the internet, showing your name and home address; and
- documentation confirming your National Insurance Number (P45, P60 or National Insurance Card); and
- Original documents confirming any degree and professional qualifications referred to in your Application Form.
- If you have lived outside of the UK during the last 5 years you will need to provide a Certificate of Good Conduct or Police Record Check from your Home country of residence and any other country you have lived in during the last 5 years.

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, or statutory declaration) please also bring documentary evidence of the change.

Please note that we will not be able to proceed with any formal offer of employment or voluntary work in the absence of these documents. Copies of these documents will be taken for our records. However, any copies will be destroyed in the event that you choose not to proceed with or if your application does not proceed. The successful candidate will be required to complete an Application Form for a Criminal Records Bureau check.