

Registration Document Checklist

Required Document	Attached	N/A
Right to work in the UK - Valid Passport and, if applicable, Visa, ID Card If you are a UK citizen and do not have a current passport, you will need to provide your birth certificate, as well as an original P45/P46.		
Photo ID – Passport, UK driving licence (overseas driving license if you have been in the UK for less than 12 months). Please be aware Photo ID is NOT proof of eligibility to work		
Qualification/Degree Certificate If you are still awaiting your certificate, please bring in a letter from your University / College confirming your qualifications.		
QTS/Induction Certificate (If applicable)		
Disclosure and Barring Service Certificate (DBS) If you have not signed up to the Annual Update Service on your current DBS, we will need to apply for a new one, which will be checked against the Children’s Barred List. The cost of a new DBS is £40 and this can be paid by bank transfer on request.		
Overseas Police Check/Letter of Good Conduct (if applicable) Issued within 3 months of you leaving the country.		
Proof of Address (less than 3 months old) – Bank Statement, HMRC document, Utility Bill. Please note that the document must show your name, address and the date.		
Proof of National Insurance Number – P45/P60, pay slip or letter from HMRC Please note NI cards are no longer accepted.		
Change of Name Please provide this even if you do not use the name any longer or have never officially used it, as we are required to check all names that you could be known by.		
CV – Complete CV with no gaps (please email this over, ideally in Word format)		
Referee Details/Open Testimonials (must be senior staff) At least 2 referees covering the last 12 months with no gaps. These details should be entered into the application form and include <u>professional email addresses</u> (no personal emails addresses). If you are an NQT please provide details of your course tutor and placement details		
Passport Style Photograph (headshot with a white background)		

Please ensure you send us the completed checklist and all of the above applicable documents via email.