

Document Checklist	YES/NO
Eligibility to work in the UK (please provide <u>one</u> of the following)	
Passport	
Full Birth Certificate	
Biometric Residence Permit	
UK Residence Permit	
EU National ID Card	
Photo Identification (please provide <u>one</u> of the following)	
Passport	
Photo Driving Licence	
EU National ID Card	
Proofs of address	
*You must bring 2 proofs of address to your registration and both must be dated within the last 3 months (unless stated otherwise)	
Photo driving license (date not required)	
Mortgage statement – dated within last 12 months	
Bank/Building Society Statement	
Bank Building Society Account Opening Letter	
Credit Card Statement	
Financial Statement – dated within the last 12 months	
P45/P60 - dated within the last 12 months	
Council Tax Statement - dated within the last 12 months	
Utility Bill (not a mobile phone)	
Benefit Statement e.g. Tax credits, pension	
A document from Central Government e.g. DWP, HMRC	
Evidence of name change	
Please provide applicable evidence if your Eligibility and ID documentation does not match your current name	
Marriage Certificate	
Divorce Certificate	
Name Change/Deed Poll Documentation	
Proof of National Insurance Number (please provide <u>one</u> of the following)	
National Insurance Card	
P45/P60	
Payslip from a previous employer	
A document from Central Government e.g. DWP, HMRC	
Career History	
Full CV covering the last 10 years, or back to compulsory education, whichever is most recent. This must be in MM/YYYY format.	
Proof of Qualifications (where applicable)	
Teacher Reference Number	
QTS Certificate	
Degree Certificate, NNEB, BTEC, CACHE	
DBS	
Original Certificate (if applicable)	
Proof of application in progress	
Overseas Police Check	
If you have been overseas within the last 5 years for six months or more we will require an overseas police check from the relevant country or a letter of good conduct	