

Required Documentation for Interview

As part of our vetting procedures, we need to see some **original** identification documentation. You must bring **all** of the following with you to interview:

Application Pack	<ul style="list-style-type: none"> • Please ensure every part is signed and dated • Completed Safeguarding children questions • Signed contract for services 	
Right to work in the UK	<ul style="list-style-type: none"> • Passport or full length birth certificate • Visa/work permit 	
Proof of ID	<ul style="list-style-type: none"> • Passport or driving licence 	
Driving licence	<ul style="list-style-type: none"> • Full or provisional • ID card and counterpart 	
Proof of Address	<ul style="list-style-type: none"> • 2 required • Must have a date on within the last 3 months • 2 different companies 	
Proof of NI	<p>Any one of the below:</p> <ul style="list-style-type: none"> • NI card • Tax form • Wage slip 	
Proof of any name changes	<ul style="list-style-type: none"> • Marriage certificate • Change of name deed poll • Divorce certificate 	
Proof of Education	<ul style="list-style-type: none"> • Your highest qualification e.g degree <p>If you are a teacher we also need:</p> <ul style="list-style-type: none"> • QTS certificates • Induction certificates • GTC Card/Letter 	
CRB	<ul style="list-style-type: none"> • Within the last year • With an organisation that grants portability <p style="text-align: center;"><u>Or</u></p> <ul style="list-style-type: none"> • fill out a Aspire CRB • Pay £44 or £48 for a fast track CRB 	
Proof of pay scale	<ul style="list-style-type: none"> • Wage slip or letter from permanent employment confirming your scale 	
References	<ul style="list-style-type: none"> • Cover the last 2 years • Professional only 	
Photograph	<ul style="list-style-type: none"> • Passport photo for your ID lanyard 	

Without all of the above we can not process your application, in accordance with REC Guidance and our policy. If you are missing any documentation you must call your consultant before the interview date.