

REQUIRED DOCUMENTATION FOR INTERVIEW CANDIDATES

As a minimum, you will be asked to produce ONE document from Group A and TWO documents from Group B. Where applicable you will also be asked to evidence any educational or professional qualifications and/or Professional Membership/Registration at interview to support the statements you have made in your application form;

GROUP A. CONFIRMATION OF IDENTITY – PHOTOGRAPHIC – ALL APPLICANTS (One Required)

- Valid passport (any nationality) *If you require a certificate of sponsorship it is important that you bring your passport with all relevant visa information*
- UK Driving Licence Full or Provisional (a photocard is only valid if accompanied with the paper counterpart)
- Valid photo identity card (EU countries only)
- HM Forces ID card (UK)

Confirmation Of Identity – No Photographic ID Available

- Adoption Certificate (UK)
- Original Birth Certificate (full or short form acceptable)

And where Applicable

Confirmation Of Right To Work In The UK – For Non EU/EEA Passport Holders

- Certificate of British nationality
- Valid British work permit/visa/evidence of certificate of sponsorship
- Asylum Registration Card
- Personal correspondence or a document from a Government Department - *Documentation must be less than 3 months old*

GROUP B. PROOF OF ADDRESS – ALL APPLICANTS (Two Required)

- P45/P60 statement
- Marriage certificate/Civil Partnership Certificate –*If it shows current address*
- Utility bill (electricity, gas, water, telephone – including mobile phone contract/bill)
- Valid TV licence
- Credit card statement
- Store card statement
- Mortgage statement
- Valid insurance certificate
- Bank or Building Society Document**
- Financial statement e.g. pension, endowment, ISA **
- Valid vehicle registration document
- Mail order catalogue statement*
- Court summons
- Valid NHS card
- Court Claim Form
- Addressed payslip*
- National insurance number card
- Examination certificate (e.g. GCSE, NVQ)
- Letter from a Head Teacher*
- Child benefit book

GROUP C. CONFIRMATION OF EDUCATIONAL AND/OR PROFESSIONAL QUALIFICATIONS – WHERE APPLICABLE

If the Job Description has specified that certain Educational or Professional Qualifications are essential to the role you will be required to evidence these at interview.

GROUP D. CONFIRMATION OF PROFESSIONAL REGISTRATION/MEMBERSHIP – WHERE APPLICABLE

If the post requires Professional Registration/Membership you will be required to evidence this at interview.