



Documents required for interview and DBS Enhanced Disclosure application

You are required to present **three** forms of original documentation, as follows:

- one document from **Group 1**, and
- two further documents from either **Group 1**, or **Group 2a** or **2b**.

At least one of the documents must show your current address.

If you do not have any documents from Group 1, then please contact the HR Department for further clarification.

Group 1: Primary identity documents		✓	Group 2b: Financial and social history documents			✓
Document	Notes		Document	Notes	Issue date and validity	
Passport*	Any current and valid passport		Mortgage statement	UK or EEA	Issued in last 12 months	
Biometric residence permit	UK		Bank or building society statement	UK, Channel Islands or EEA	Issued in last 3 months	
Current, valid driving licence photocard* (full or provisional)	UK, Isle of Man, Channel Islands and EEA		Bank or building society statement (issued in country of residence)	Countries outside EEA	Issued in last 3 months	
Birth certificate (issued within 12 months of birth)	UK, Isle of Man, Channel Islands and including those issued by UK authorities overseas e.g. embassies, High Commissions and HM Forces		Bank or building society account opening confirmation letter	UK	Issued in last 3 months	
			Credit card statement	UK or EEA	Issued in last 3 months	
Adoption certificate	UK and Channel Islands		Financial statement e.g. pension or endowment	UK	Issued in last 12 months	
Group 2a: Trusted government documents		✓				
Document	Notes		P45 or P60 statement	UK & Channel Islands	Issued in last 12 months	
Current, valid driving licence photocard* (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)		Letter of sponsorship from future employment provider	Non-UK or non-EEA only.	Must still be valid. Valid only for applicants residing outside of the UK at time of application	
Current, valid driving licence paper version, if issued before 1998 (full or provisional)	UK, Isle of Man, Channel Islands and EEA		Utility bill (excluding mobile telephone bills)	UK	Issued in last 3 months	
			Council Tax Statement	UK or EEA	Issued in last 12 months	
Birth certificate (issued after time of birth)	UK, Isle of Man and Channel Islands		Benefit statement e.g. Child Benefit, Pension	UK	Issued in last 3 months	
Marriage/civil partnership certificate	UK and Channel Islands		EEA National ID card	-	Must still be valid	
Immigration document, visa or work permit (issued by a country outside the EEA)	Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based		Central or local government, government agency, or local council document giving entitlement e.g. DWP, HMRC	UK and Channel Islands	Issued in last 3 months	
HM Forces ID card	UK		Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid	
Firearms licence	UK, Isle of Man and Channel Islands					
IMPORTANT: The School will only accept valid, current and original documentation. Photocopies and documentation printed from the Internet e.g. Internet bank statements will not be accepted.			Letter from head teacher or college principal	UK. For 16 to 19 year olds in full time education. Only to be used in exceptional circumstances if other documents cannot be provided. Must still be valid.		

* Please note passports and birth certificates (and driving licences, if within 12 months of the date of marriage) can be accepted in a person's maiden name, if accompanied with the marriage certificate.