



## DOCUMENTS TO BRING FOR INTERVIEW ACADEMIC and SUPPORT STAFF

The school is required by the Government to ensure that all prospective staff – both teaching and non-teaching – are suitably vetted. This is done via the Disclosure and Barring Service and was previously known as a CRB check. You must bring with you to interview the following original documents (not copies) to prove your identity; these documents will be used, if you are offered the post, when the enhanced DBS clearance application is made. **(If you are unsuccessful, your ID will be shredded).** We have made this process as simple as possible, but the following documents are mandatory. In total we require a minimum of **3** documents as per the checklist below:

### We will need to see *at least 1* document from Category 1:

- Current passport
- Current driving licence (photocard), or
- Current driving licence (older paper version)
- Birth certificate

### Plus at least 1 of the following documents, showing your current address:

- Bank or building society statement (issued in the last three months)
- Credit card statement (issued in the last three months)
- Mortgage statement (issued in the last 12 months)
- Council tax statement (issued in the last 12 months)
- P45/P60 (issued in the last 12 months)
- Utility bill – Gas, Water, Electricity, Telephone; **excluding mobile phone** (issued in the last 3 months)
- Work permit or visa (if relevant to your circumstances)

In addition, you will be required to present originals of degree certificate(s) – or the transcript if you have not yet graduated – plus relevant qualifications and certificates (sports coaches, peripatetic music teachers, etc).

It may be that for some Support Staff roles, a degree is not necessary, but you should be aware **that if you claim a degree or equivalent level qualification on your application, you will need to produce the documents in proof.**

We all look forward to meeting you at interview, and wish you good luck during the application process.

Sarah Hunter  
RECRUITMENT OFFICER