

## **Pre-employment Checks**

**You will need to provide 2 photographic documents & 1 address**

**OR**

**1 photographic & 2 address documents from the following lists**

### **Right to Work Checks** *(1 document required from the list below)*

- Valid UK Passport
- Full UK Birth or adoption Certificate & proof of National Insurance
- Passport/travel document or Biometric Residence Permit/certificate or document proving your right to live/work in the UK (for Non-UK residents ONLY)
- Certificate of Naturalisation & proof of National Insurance

### **Identity Checks**

**If you do not have any photo ID you must provide a passport sized photo, signed and dated and accompanied by a letter headed statement from an upstanding member of the public that has known you for a minimum of 3 years.**

- Valid Passport
- Full UK or Provisional Photocard Driving Licence
- National ID Card – must have PASS hologram

### **Address Identification**

- Utility Bill \*
- Council Tax\*\*
- HMRC Letter\*\*
- Financial Statement\* (e.g. Bank/Building Society/Credit Card)
- Mortgage Statement\*\*
- Council Rent Card/Tenancy Agreement\*
- DWP Letter\*\*
- Electoral Roll Card\*

### **DBS (Formerly known as CRB)**

- Valid Passport
- Full UK or Provisional Photocard Driving Licence
- National Insurance Number
- Address Verification (see above)

\* Document must be no older than 3 months

\*\* Document must be no older than 12 months

**If you do not have the photo ID and address documents, DBS will request for you to visit your local Police Station with 3 passport photos to have your fingerprint taken.**