

Candidate's Interview Checklist

As part of your interview you will be required to provide valid, current and original documentation. This information will be photocopied, verified by the interview panel and returned to Recruitment.

We will be verifying the following;

1. Qualifications
2. Eligibility to Work in the UK
3. Identity
4. Disclosure and Barring Check (previously known as CRB)

Qualifications

TICK

Evidence of any essential qualifications as identified in the person specification (e.g. RSA diploma, professional registration details, degree certificate etc)	
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Eligibility to Work in the UK

TICK

Please provide one of the following documents:

- UK Passport
- An EEA or Switzerland Passport or national identity card showing that the holder is a national of the EEA or Switzerland
- A residence permit, registration certificate or document certifying or indicating permanent residence, that has been issued by the Home Office or the UKBA to a national of an EEA country or Switzerland
- A permanent residence card issued by the Home Office or the UKBA to the family member of a national of an EEA country or Switzerland
- A Biometric Immigration Document issued by the Home Office or the UKBA to the holder that indicates the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom

If you do not have one of the documents listed above you will need to provide either;

An official document giving your permanent national insurance (NI) number and name. This could be a P45, P60, National Insurance Card, or a letter from a Government agency or previous employer.	
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AND

An Immigration Status Document issued by the Home Office or the UKBA to the holder, with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom

OR

A full birth or adoption certificate issued in the United Kingdom, which includes the name(s) of at least one of the holder's parents or adoptive parents

OR

A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland

OR

A certificate of registration or naturalisation as a British citizen

OR

A letter issued to the holder by the Home Office or the UKBA indicating that the person named in it is allowed to stay indefinitely in the United Kingdom.

If you can't provide any of the documents listed, please contact the Recruitment team on 01225 82 1142 who can advise you further.

Identity Checks

You will need to provide either of these two combinations;

- Two forms of photographic personal identification and one document confirming your address;
- OR**
- One form of photographic personal identification and two documents confirming your address.

List of Acceptable photographic personal identification (List 1):

TICK

UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport	
Passports of non-EU nationals and other valid evidence relating to their immigration status and permission to work*	
UK full or provisional photo-card driving licence (must include paper counterpart); or an EU/other nationalities full photo-card driving licence (valid up to 12 months up to the date when the individual entered the UK	
ID cards carrying the PASS accreditation logo (UK and Channel Islands)for example a UK Citizen ID card.	
Biometric Residence Permit (formerly known as identity cards for foreign nationals) (UK)*.	
HM Armed Forces Identity card	

List of acceptable confirmation of address documents (List 2)

Utility bill (gas, water, electricity or land-line telephone), or a certificate from a utility supplier confirming the arrangement to pay for the services on pre-payment terms at a fixed address. More than one utility bill may be accepted if these are from two different suppliers and utility bills in joint names are also permissible (UK)*	
Local authority tax statement for example a council tax bill (UK and Channel Islands)**	
UK full or provisional photo-card driving licence (must include paper counterpart); or a full old-style paper driving licence (If not already presented as a personal ID document). Old style provisional driving licences are not acceptable	
Most recent HM Revenue & Customs tax notification (i.e. tax assessment, statement of account, notice of coding)** a P45 or P60 is not acceptable **	
Financial statement such as bank, building society, credit card statement containing current address (UK and EEA. Non EEA statements are not acceptable*	
Mortgage statement from a recognised lender** (UK and EEA – Non EEA statements are not acceptable)	
Local council rent card or tenancy agreement*	
Benefit statement, book or card; or original notification letter from Department of Work and Pensions (DWP) confirming the rights to benefit , for example, child allowance, pension(UK)**	
Confirmation from an electoral register search that a person of that name lives at the claimed address*.	
List of acceptable non-photographic proof of personal identification documents (List 3)	
Full birth certificate (UK and Channel Islands) issued after the date of birth by the General Register Office or other relevant authority, for example registrars	
Full birth certificate issued by UK authorities overseas, such as embassies, high commissions and HM Forces	
UK full old-style paper driving licence – old-style provisional driving licences are not acceptable	
Work permit/residency permit (UK) valid up to the expiry date	
Adoption certificate (UK and Channel Islands)	
Marriage or civil partnership certificate (UK and Channel Islands)	
Divorce, dissolution or annulment papers (UK and Channel Islands)	
Gender recognition certificate	
Deed poll certificate	
Firearms certificate/licence (UK, Channel Islands and Isle of Man)	
Police registration document	
Certificate of employment in the HM Forces (UK)	
Benefit statement, book or card or original notification letter from the Department of Work and Pensions (DWP) confirming the legal right to benefit for example,child allowance, pension**	
A document from a local/central government authority or local authority giving entitlement such as Employment Services, Job Centre, Social Security Services (UK and Channel Islands)*	
Most recent tax notification from HM Revenue and Customs (i.e. tax assessment, statement of account, notice of coding, P45 or P60 (UK and Channel Islands).**	

If you are unable to produce documents from List 1 (acceptable photographic personal identification) you will need to provide;

- Two forms of non-photographic personal identification from List 3 above
- Two documents confirming your address from List 2 above
- A passport-sized photograph of yourself.

All documents must be from a different source and photographs must be endorsed on the back with the signature of a 'person of standing' in their community, who has known them for at least three years. A 'person of standing' may be a magistrate, medical practitioner, officer of the armed forces, teacher, lecturer, lawyer, bank manager or civil servant.

The photograph should be accompanied by a signed statement from that person, indicating the period of time that the individual has been known to you.

Acceptable documents if you have recently left full time education (16 – 19 years olds)

One form of personal photographic evidence

Or

A passport sized photograph which is endorsed by a person of some standing in your community

AND

2 documents from the list below:

A grant or student loan agreement from a local education authority (UK)

Full birth certificate (UK and Channel Islands) issued after the date of birth by the General Register Office or other relevant authority, for example registrars

Full birth certificate issued after the date of birth by UK authorities overseas, such as embassies, high commissions and HM Forces

National Insurance (NI) number or proof of issue of an NI number

A letter from your head teacher or college principal can be requested, verifying your name and other relevant information for example, address or date of birth (UK)

A document from a local/central government authority or local authority giving entitlement such as Employment Services, Job Centre, Social Security Services (UK and Channel Islands)*

A qualification certificate.

Additional Documents that are acceptable for the DBS Check only;

Short Version of Birth Certificate – issued within 12 months of Birth

Marriage/Civil Partnership Certificate (UK)

HM Forces ID Card (UK)

Fire Arms Licence (UK)

Documents marked with an ‘*’ must be dated within the last three months. (Unless there is a good reason for it not to be, e.g., clear evidence that the person was not living in the UK for three months or more). These documents must contain the name and address of the applicant.

Documents marked with ‘’** must be dated within the last 12 months.