

## Appendix 8

# Documents to Bring to Interview

The Heathland School is required to check your identity as part of the DBS check application process, any academic or vocational qualifications you have claimed in your application form and your right to work in the UK.

Please bring the relevant documents listed below with you to your interview.

They will be checked and returned to you that day.

## What Documents Do I Need to Produce?

### Route 1

**Route One must be used where possible.** Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. One document must verify your current address.

### Route 2

One document must be seen from Group 2a and two further documents from Group 2a or 2b; one of which must verify the applicant's current address. Route 2 requires applicants to undergo an external ID validation check - we will advise you of the procedure for this.

### Route 3

A Certified copy of a UK Birth Certificate (UK and Channel Islands, issued after the time of birth by the General Register Office/relevant authority) is required and four further documents must be seen from Group 2 comprising of one document from Group 2a and three further documents from Group 2a or 2b; one of which must verify the applicant's current address.

### Group 1 – Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current (photo card) Driving Licence (UK, Isle of Man /Channel Islands) (Full or provisional). A photo card is only valid if the individual presents it with the associated counterpart licence (except Jersey)
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
- Adoption certificate (UK and Channel Islands)

### Group 2a – Trusted Government Documents

- Current UK Driving licence (old style paper version)
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application)
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Immigration document, visa, or work permit (for applicants living and working outside the UK; Issued by the country where the role is based)
- HM Forces ID Card (UK)
- Firearms Licence (UK, Isle of Man and Channel Islands)

### Group 2b – Financial/Social History Documents

- Mortgage Statement\*\* (UK only issued in last 12 months)
- Bank/Building Society Statement\* (UK & Channel Islands issued in last 3 months)
- Bank/Building Society Statement\* (Countries outside the UK; Issued in last 3 months - branch must be in the country where the applicant lives and works)
- Bank/Building Society Account Opening Confirmation Letter\* (UK; issued in last 3 months)
- Credit Card Statement\* (UK; issued in last 3 months)
- Financial Statement \*\* - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement \*\* (UK & Channel Islands)
- Council Tax Statement\*\* (UK & Channel Islands)
- Letter of sponsorship from future employment provider (Non-UK only - valid only for applicants residing outside of the UK at time of application; must still be valid)
- Work Permit/Visa (UK) (UK Residence Permit) \*\*
- Utility Bill\* (UK) – Not Mobile Telephone
- Benefit Statement\* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EEA National ID Card (must still be valid)
- Irish Passport Card (cannot be used with an Irish Passport; must still be valid)
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands; must still be valid)
- Letter from Head Teacher or College Principal (16/17 year olds in full time education – only used in exceptional circumstances when all other documents have been exhausted; must still be valid)

#### **Please note:**

If a document in the List of Valid Identity Documents is:

- Denoted with \* - it should be less than three months old
- Denoted with \*\* - it should be issued within the past 12 months
- Not denoted – it can be more than 12 months old

### **Applicants who aren't a national of the UK**

An applicant who wants to do paid work and isn't a national of the UK must be able to show:

- one primary document
- two supporting documents

The documents must be originals, not copies.

At least one of the documents from either the primary or supporting documents lists must show the applicant's current address.

The primary document list contains the range of documents you may accept for a person who has a permanent or temporary right to work in the UK. If an applicant is unable to provide this documentation they can't submit a DBS check. This is because the right to work in the UK can't be established. They can't use any other route.

## **Primary Documents**

A current passport or passport card showing that the holder is a national of Ireland.

A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.

A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

Online evidence of immigration status. Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. Must be valid. Note: this includes the EUSS digital status confirmation.

A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.

A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.

A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.

A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.

A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.

An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.

A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

### **Supporting documents**

The applicant must be able to show two documents from any of the groups 1, 2a or 2b detailed above.

## **2. Evidence of academic or vocational qualifications**

Please bring with you original documents confirming your qualifications in accordance with the essential requirements in the Person Specification, e.g. Degree certificate, evidence of QTS evidence of National Professional Qualification for Headship etc.