

Pre-Employment Checks

Identity Documents for a Disclosure & Barring Service Check

If the post for which you are applying requires a Standard or Enhanced Disclosure & Barring Service (DBS) check, further documentation to establish identity will be needed to support this check. The check itself will be undertaken later in the appointment process, should you be successful at interview, and an offer of employment would be subject to receipt of a satisfactory disclosure.

The DBS Disclosure is used by employers and voluntary organisations to make safer recruitment decisions. It enables organisations to check the background of job applicants to ensure they do not have a history that would make them unsuitable for certain positions.

As part of its checking procedures, the DBS will check an applicant's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC) which have not been filtered in line with current legislation. Depending upon the level of Disclosure, it might also include a check of additional information held by police forces. If the position involves specified work with children or adults, checks will be made against the appropriate children's and/or adult's barred lists. Please note the DBS cannot access records held overseas and, if significant time has been spent outside of the UK, an additional overseas police check may subsequently be required.

In order to process a DBS check, the school must establish the true identity of the applicant through examining a range of identity documents. For this reason, you are asked to bring the following documents with you to interview.

Please bring a total of 3 ID documents as follows;

- 1 document from group 1
- 2 further documents from any of the groups

All documents provided must be in your current name and documentary proof is required to support any changes of name. At least one document should confirm your current address and date of birth. Only current, valid and original documents that meet the specifications below are acceptable; photocopies and documents printed from the internet cannot be used. Each document must be different, so two bank statements from the same bank cannot count as two documents.

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	Valid. UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	Valid. All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	Valid. UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
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
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	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	UK - for 16 to 19 year olds in full time education - only used if other documents cannot be provided	Must still be valid

If it is not possible to provide the required combination of documents, the DBS check may need to be progressed through an alternative route. **Please contact the school as soon as possible if you have any queries about providing the correct documentation.**

DBS Update Service

If you are registered with the Update Service and have given the school/Council permission to carry out an online check of your records, please bring your original DBS Disclosure Certificate with you to interview. This will form part of the information needed to carry out the online check if you are successful at interview. Please note your existing disclosure must be the same level as required for this post (i.e. enhanced) and be within the same workforce.