



## **Knightsfield School operates a Safer Recruitment Policy**

Please be advised that if you are called for interview you will need to produce the following as evidence of your identity and your right to work in the UK:

1. Passport (This must be in date)
2. Birth certificate
3. Marriage certificate/proof of change of name (If you were ever known under a previous forename or surname)
4. Proof of your right to work in the UK if born outside the United Kingdom
5. A UK photocard and counterpart driving licence or EU identity card
6. Proof of your home address i.e a utility bill or a bank statement (no more than 3 months old)
7. Proof of your NI Number ie a P45, P60 or letter from HMRC
8. For teachers: proof of your Qualifications and QTS Status - please bring your certificates.

For all Support staff: please bring copies of your Maths & English GCE/GCSE Certificates

These documents will be used to check your identification and your right to work in the UK as the basis of an enhanced DBS clearance.