



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. If you are unable to produce this please bring the long version of your UK birth certificate)
2. Marriage certificate/proof of change of name (If you were ever known under a previous forename or surname)
3. If you are a non EU worker, proof of your right to work in the UK
4. A UK photocard and counterpart driving licence or EU identity card (If you are a non- driver, please bring both of the documents listed in point 1)
5. Proof of your home address i.e a utility bill or a bank statement
6. Proof of your NI Number ie a P45, P60 or letter from HMRC
7. 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.