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### DOCUMENTS TO BE BROUGHT TO INTERVIEW BY JOB APPLICANTS

The documents listed below will provide the evidence needed to confirm your **Right to Work in the UK** and the proof of identity required to carry out a **Criminal Records Bureau** check.

The documents will be photocopied and, if your application is successful, retained. For unsuccessful candidates all copies will be shredded.

It will not be possible to confirm any appointment unless and until these documents have been produced and verified.

Please ensure that you bring with you the **originals** (not photocopies) of the following:

|  |  |  |
| --- | --- | --- |
|  |  | Interviewer Use Only(Checked by) |
| 1 | UK / EEA / Swiss Passport or National Identity Card |  |
|  | Non- EEA Citizens – A passport or other travel document endorsed to show that the holder has current leave to enter or remain in the UK and is permitted to take the employment in question |  |
|  | Document serial No: | Copy on file? |
| 2. | **Evidence of your National Insurance Number** - (P45 or P60 or printed payslip from latest job, NINO card, or a letter from a government agency)  |  |
|  | NI Number: |  |
| 3. | **A Full Birth Certificate** - which includes the name of at least one of the holder’s parents or where applicable certificate of registration or naturalisation statingthat the holder is a British citizen |  |
|  | Birth Certificate Number: | Copy on file? |
| 4. | **Your Marriage Certificate(s)** - or other formal evidence of change if your present name differs from that on your birth certificate |  |
|  | Certificate Number: | Copy on file? |
| 5. | **At Least One Item of Address-Related Evidence** - (e.g. utility bill or bank/credit card/mortgage statement containing your current name and address) This should not be more than three months old. |  |
|  | Evidence produced: | Copy on file? |
| 6. | **Certificates** - confirming any qualifications you listed on the Application Form  |  |
|  | Certificates Produced: | Copy on file? |
| 7. | **This form** - which will then be used as a checklist by the interviewers and recorded on your HR record if you are appointed. |  |
|  |  | Copy on file? |