



# EPSOM

COLLEGE

## ID documentation Requirements

### For all Applicants

The School is committed to safeguarding and promoting the welfare of its pupils. For security purposes and, in accordance with the guidance issued by the DfE and safeguarding children and safer recruitment in education, the School asks all applicants/volunteers/regular visitors to provide evidence of their identity and, where appropriate, qualifications. To this end, applicants invited to interview will be asked to bring to the school the following original documents:

### Photographic Evidence

- Passport and confirmation that you can work in the UK, where applicable.

### And

- Birth Certificate

### Documentary Evidence - 2 documents from:

- UK photographic driving licence (full or provisional) and counterpart paper licence, recent (**issued within the last three months**) utility bills or bank/credit card statements, benefits statement (from different sources) or Government agency letter eg HMRC documentation. All documents must be originals, and showing your name and home address.
  - Alternatively a P45, P60 or Council Tax Statement can be provided (**if issued within the last 12 months**)
- 2 documents are required from the documentary list above. **The documents must confirm the same home address.**

### Also

- documentation confirming your National Insurance Number (P45 or P60); and
- Original documents confirming any degree and professional qualifications referred to in your Application Form.
- If you have lived outside of the UK during the last 5 years you will need to provide a Certificate of Good Conduct or Police Record Check from your Home country of residence and any other country you have lived in during the last 5 years.

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, or statutory declaration) please also bring documentary evidence of the change.

Please note that we will not be able to proceed with any formal offer of employment or voluntary work in the absence of these documents. Copies of these documents will be taken for our records. However, any copies will be destroyed in the event that you choose not to proceed or if your application does not proceed. The successful candidate will be required to complete an Application at least to the level of Enhanced Disclosure and Barring Service and other relevant checks when working in a school as will volunteers who will be in a regulated activity.

**All applicants should refer to the Recruitment, Selection and Disclosure Policy and the Safeguarding Policies on the College's website career opportunities page <https://www.epsomcollege.org.uk/about-us/careers/>**