

Pre-Interview Checklist for Candidates

Any appointment to the school is **subject to satisfactory completion of all relevant pre-employment checks.**

Use this checklist to help you organise what you need to bring for your interview. Please remember to bring **original** documents with you.

What you need to bring	What documents are you taking?	Check off
<u>All</u> applicants will be required to show:		
1. Proof of your identity*		
2. Proof of your right to work in the UK* (see list of documents accepted)		
3. Certificates for relevant qualifications		
4. Valid up-to-date Enhanced DBS check certificate (previously CRB disclosure) If you do not have one or it is not available for any reason, please make interviewers aware. If successful at interview, the school will ask you to complete a DBS disclosure application.		
Applicants for posts where driving is a requirement will also be required to show:		
5. Driving Licence and counterpart		

*These can be the same document/evidence.

Right to Work in the UK

The following link shows the acceptable documents to verify an individual's right to work in the UK.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1071247/Employer s Guide to Right to Work Checks PDF .pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1071247/Employer_s_Guide_to_Right_to_Work_Checks_PDF_.pdf)

Please bring the appropriate document(s) with you to your interview.

Please note that this checklist is an employers' checklist, but the lists of acceptable documents remain valid.