**1x Eligibility to work:**

* Passport *(cannot be used for eligibility if used for Photo ID)*
* Long Birth Certificate

**1x Photo Identification:**

* Driving License or Provisional License
* Passport
* Citizen Card

**If you have no photo ID: Please bring to your interview as much supporting documentation (2x NI proof, 3x Address Proof plus any legal documentation) proving your name and address as you can.**

**1x National Insurance Proof:**

* P45/P60
* Letter from HMRC containing
* Payslips, salary statement or works pension statement
* National Insurance card
* Letter that the pension service or Jobcentre Plus has sent to you *(not handwritten)*

**2x Address Proof**

* Utility bill *(gas, electric, TV license, landline phone bill issued within the last 3 months)*
* Local authority council tax bill for the current council tax year
* Current UK Driving License *(if not used for ID)*
* Bank, building society or Credit Union statement *(dated within 3 months)*
* Original Mortgage statement *(from a recognised lender issued for the last full year)*
* Tenancy agreement (for the current year)
* HMRC self-assessment letters or tax demand (dated within the current financial year)
* Electoral Register entry
* NHS Medical Card or letter of confirmation from GP’s practice of registration with the surgery.

**Preferable Additional Documents Required** *(will speed up the recruitment process if you have them)*

* Current in date DBS certificate or online DBS
* 1x Passport photo
* 1x Work Reference
* 1x Character Reference *(from someone who has known you for 5 years or over not family or friends)*