

Disclosure and Barring Service (DBS) / Right to Work in the UK Information for Job Applicants

If you are offered employment at **Reigate College**, it is a condition of appointment that you obtain an Enhanced DBS check and also confirm that you have the right to work in the UK. Both these checks will be undertaken by the school as soon as possible after the offer of employment has been made and you would be required to provide certain information and identity documentation in support of this.

In making this job application, you should consider what identity documentation you would be able to provide in support of a DBS application and right to work check and make sure that you would be able to locate these documents if required. Bear in mind that the identity documents you supply must be **originals** – photocopies or documentation printed from the internet cannot be accepted.

You are not required to submit this checklist as part of your application, however to ensure that you would be able to fulfil the identity document rules, it may help to consider the following:

Right to Work in the UK Check

Can you provide **either one** of the single documents listed below or **one** of the document combinations?
(Note that if you have the right to work in the UK for only a limited period, there are different evidence requirements – the school can provide further information.)

| Single Documents | | | | | | | | | | | |
|---|---|---|---|--|--|--|--|--|---|--|--|
| 1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the UK. | <div style="display: flex; align-items: center; justify-content: center;"> ✓ <input style="width: 40px; height: 40px; border: 1px solid black;" type="checkbox"/> </div> | | | | | | | | | | |
| 2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland. | | | | | | | | | | | |
| 3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland. | | | | | | | | | | | |
| 4. A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland. | | | | | | | | | | | |
| 5. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the UK. | | | | | | | | | | | |
| 6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the UK. | | | | | | | | | | | |
| Document Combinations | | | | | | | | | | | |
| <p>Permanent National Insurance Number Document</p> <p>This means an official document issued by a previous employer or Government agency, e.g. HM Revenue & Customs, the Department for Work and Pensions, Jobcentre Plus, the Employment Service, the Training and Employment Agency (NI) or the Northern Ireland Social Security Agency, which contains the National Insurance number and name of the person.</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center; vertical-align: middle;">VALID WHEN PRODUCED IN COMBINATION WITH</td> <td style="padding: 5px;">7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the UK.</td> </tr> <tr> <td></td> <td style="padding: 5px;">8. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents; <u>or</u> 10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.</td> </tr> <tr> <td></td> <td style="padding: 5px;">9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents; <u>or</u> 11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.</td> </tr> <tr> <td></td> <td style="padding: 5px;">12. A certificate of registration or naturalisation as a British citizen.</td> </tr> <tr> <td></td> <td style="padding: 5px;">13. A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK.</td> </tr> </table> | VALID WHEN PRODUCED IN COMBINATION WITH | 7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the UK. | | 8. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents; <u>or</u> 10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland. | | 9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents; <u>or</u> 11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland. | | 12. A certificate of registration or naturalisation as a British citizen. | | 13. A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK. |
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| | 9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents; <u>or</u> 11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland. | | | | | | | | | | |
| | 12. A certificate of registration or naturalisation as a British citizen. | | | | | | | | | | |
| | 13. A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK. | | | | | | | | | | |

DBS Application

Can you provide **at least one** of the following four documents?

| Document | Further Information |
|--|--|
| 1. A current valid passport | |
| 2. A current full or provisional UK driving licence (photocard) | (England / Wales / Scotland / Northern Ireland / Isle of Man) – a photo card is only valid when presented together with the paper counterpart (except Jersey) |
| 3. Biometric Residence Permit (UK) | |
| 4. A UK/Channel Islands birth certificate (issued at time of birth) | Full or short form acceptable, including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. |

✓

If yes, can you provide **two further documents**, either from the list above or the list below?

| Trusted Government/State Issued Documents | |
|--|---|
| Current UK Driving Licence (Old Style Paper) | Birth Certificate UK & Channel Islands (issued after time of birth) |
| Marriage/Civil Partnership Certificate (UK & Channel Islands) | Adoption Certificate (UK & Channel Islands) |
| HM Forces ID Card (UK) | Fire Arms Licence (UK & Channel Islands) |
| Current Non-UK Photo Driving Licence (can be used up to 12 months from the date the applicant entered the UK but may also be used to verify the identity for individuals prior to arriving in the UK). | |
| Financial/Social History Documents | |
| Credit Card Statement * (UK or EEA) | Bank/Building Society Statement * (UK or EEA) |
| Utility Bill* (UK) Not Mobile Telephone | Benefit Statement* - e.g. Child Allowance, Pension |
| Mortgage Statement ** | Council Tax Statement (UK & Channel Islands)** |
| Document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK)*: e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security | Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only) – Valid only for applicants residing outside of the UK at time of application |
| P45/P60 Statement (UK) ** | Work Permit/Visa UK (valid up to the expiry date)** |
| Bank/Building Society Account Opening Confirmation Letter (UK) | EU National ID Card |
| Cards carrying the PASS accreditation logo (UK & Channel Islands) | Financial Statement ** - e.g. pension, endowment, ISA (UK) |
| Letter from a Head Teacher or College Principal (UK only) - 16/17 year olds in full time education (Only to be used in exceptional circumstances when all other documents have been exhausted). | |

✓

Please note: If a document in the list of valid identity documents (above) is:

Denoted with * - it should be less than three months old

Denoted with ** - it should be issued within the past 12 months

Not denoted – it can be more than 12 months old

Does **at least one** of the documents you have identified on the previous page confirm your current name?

Can you provide documentation to support any name changes, e.g. marriage / civil partnership certificate?

Does **at least one** of the documents you have identified on the previous page confirm your date of birth?

Does **at least one** of the documents you have identified on the previous page confirm your current address? (*documentation covering your previous five year address history may also be requested*)

If you have ticked 'yes' to all the above, you do not need to do anything further at present. If you are offered employment at the school you will be asked to bring in your original identity documents to support your DBS application and right to work check.

If you have not been able to tick 'yes' to all of the above, you should consider whether you are in a position to obtain any additional documents in order to fulfil the identity requirements. If you cannot, the school will need to clarify whether your right to work or identity can be satisfactorily verified using alternative documents. This may be possible but could cause delay to the process which may in turn affect your offer of employment. If you are shortlisted for interview, please confirm with the interviewer(s) on the day if you cannot provide the identity documents outlined here so that they can explore possible alternatives.