



WELLINGTON
COLLEGE

ID documentation Requirements

For all Applicants

The College is committed to safeguarding and promoting the welfare of its pupils. For security purposes and, in accordance with the guidance issued by the KSCIE (Keeping Children safe in Education), the College asks all applicants/volunteers to provide evidence of their identity and qualifications. To this end, applicants invited to interview will be asked to bring to the College the following original documents:

- Your original birth certificate (long or short version)
- proof of your National Insurance number (eg P45, P60, Letter or card).
- Share code if you are not a UK citizen

These documents will be used as evidence of your right to reside and work in the UK.

In addition to this you must also provide 2 further forms of ID in order to obtain a DBS certificate:

- Proof of Name and Date of Birth (ie. Passport or Driving Licence)
- Proof of Address (ie. Utility Bill or bank statement dated within the past 3 months)
- Proof of change of name if applicable (ie Marriage certificate, deed poll)

All original qualification certificates which you have declared on your application form

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 to the level of Enhanced Disclosure and Barring Service and other relevant checks when working in a College as will volunteers who will be in a regulated activity.

If you have lived or worked outside of the UK over the past 10 years for a period of 3 months or more, an overseas criminal check will be required.

All applicants should refer to the Recruitment, Selection and Disclosure Policy for further information.