

HTLA - TA - LSA REGISTRATION DOCUMENTS

1 CV

With work history in chronological order with no gaps, including details of any CPD received over the past 3 years.

2 Referees

Names, Addresses/ Fax No / Tel No / Email addresses of 2 referees (including last school/employer)

3 Identity Documents

- Current valid Passport
- Current Driving Licence (Full or provisional)
- Birth Certificate
- Marriage Certificate

4 Addresses – MUST be less than 3 months old

2 proofs of current address (Mortgage/Bank statement, Credit card Statement, Utility, Council tax etc)

5 DBS enhanced disclosure – please bring your most recent Enhanced Certificate.

In order to verify, Candidates must have registered with the DBS or if a new one is to be applied for then:

- Fee of £44
- Both passport and driving licence are required **or** 5 other documents as per DBS Guidelines (list on request)
- Any change of name must be documented (Marriage Certificate, Deed Poll Documents, Adoption Papers etc)
- 2 proofs of current address (as above)
- 5 years of past addresses, WITH POSTCODES
- If another agency is doing the DBS disclosure, please bring the form Reference Number.
- Documented evidence of Police Checks made in any country you have lived or visited and have worked with children.

6 QUALIFICATIONS:

- Child Care/Teaching Qualifications
- Proof of Child Protection Training

7 N.I. Number

- Proof of National Insurance Number (e.g: P60, payslip, P45 or card)

8 Bank Details