

## Documents to Bring to Interview

The Heathland School is required to check your identity, any academic or vocational qualifications you have claimed in your application form and your right to work in the UK. Please bring the relevant documents listed below with you to your interview. They will be checked and returned to you that day.

### What Documents Do I Need to Produce?

#### Route 1

**Route One must be used where possible.** Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. One document must verify your current address.

#### Route 2

One document must be seen from Group 2a and two further documents from Group 2a or 2b; one of which must verify the applicant's current address. Route 2 requires applicants to undergo an external ID validation check - we will advise you of the procedure for this.

#### Route 3

A Certified copy of a UK Birth Certificate (UK and Channel Islands, issued after the time of birth by the General Register Office/relevant authority) is required and four further documents must be seen from Group 2 comprising of one document from Group 2a and three further documents from Group 2a or 2b; one of which must verify the applicant's current address.

#### Group 1 – Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current (photo card) Driving Licence (UK, Isle of Man /Channel Islands) (Full or provisional). A photo card is only valid if the individual presents it with the associated counterpart licence (except Jersey)
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
- Adoption certificate (UK and Channel Islands)

#### Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version)
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application)
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

### Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)\*\* (Non-EEA statements must not be accepted)
- Bank/Building Society Statement (UK or EEA)\* (Non-EEA statements must not be accepted)
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)\* (Non-EEA statements must not be accepted)
- Financial Statement \*\* - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement \*\*(UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) \*\*
- Work Permit/Visa (UK) (UK Residence Permit) \*\*
- Utility Bill (UK)\* – Not Mobile Telephone
- Benefit Statement\* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (16/17 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted)

#### **Please note:**

If a document in the List of Valid Identity Documents 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

## **2. Evidence of academic or vocational qualifications**

Please bring with you original documents confirming your qualifications in accordance with the essential requirements in the Person Specification, e.g. Degree certificate, evidence of QTS evidence of National Professional Qualification for Headship etc.