



What you'll need for your registration...

An up-to-date CV, covering:

- The past 10 years of all education and work history in MM/YY format
- The reason for leaving any employment during the last two years
- If there are any gaps in education or employment, then please confirm what you were doing during this time (seeking employment, maternity leave, etc)

If you do not have an up-to-date CV, or need any help with this, please get in touch prior to your registration and we can provide a template.

Current DBS (must meet the following criteria):

- **MUST** be registered to the Update Service
- **MUST** have covered all current, and previous, names
- **MUST** be 'fee charged' and CANNOT be for a volunteering position

If you do not have a current DBS, or your DBS doesn't meet the above criteria, we can process one for you through our DBS provider and this will be explained during your registration.

Eligibility to work in the UK:

British or Irish citizens:

- A current, or expired, UK or Irish Passport
- A UK or Irish Birth or Adoption Certificate along with an official document detailing your national insurance number (National Insurance Card, a Payslip, a letter from HMRC)



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EU/EEA citizens:

- Your right to work share code/Evisa (as per the update as of 01/07/2021 regarding EU citizens <https://www.gov.uk/settled-status-eu-citizens-families>)
- If you are still waiting on a decision, or you have appealed, please provide us with your application reference or a letter confirming the progress of your application/appeal

Non-UK or EEA citizens:

- A current Biometric Residence Permit (must state you are able to work)
- An in-date Passport with a current Visa stamp
- Certificate of naturalisation

These lists are not exhaustive – please get in touch if you are unable to provide any of the above documentation.

Photo ID: (At least one document from the below list and is in date/valid)

- Passport
- Photocard Driving Licence
- EEA National ID Card
- Cards carrying the PASS accreditation logo i.e. Citizens Card

Proof of address: (At least one document from the below list and in your current address)

Documents issued within the last 3 months:

- Bank or building society statement
- Bank or building society account opening confirmation letter
- Credit card statement
- Utility bill (excludes mobile telephone bill)
- A letter from HMRC (must be giving entitlement, e.g. tax credits)

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Documents issued within the last 12 months:

- Mortgage statement
- Financial statement e.g. pension or endowment
- P45 or P60
- Council Tax statement

All proofs of address must be paper copies that you have received or requested in the post and must be the original document. As a last resort, we can accept an online bank statement, if you are unable to provide any of the documents listed above but we have a driving licence in your current address, and you do not need a DBS processing.

Proof of qualification:

- QTS/Teaching qualification (for qualified Teachers)
- Degree Certificate
- NVQ Certificate
- NNEB Certificate

Safeguarding training:

A safeguarding certificate completed within the last 2 years (must be related to working with children)

If you do not have a certificate, you are required to complete our online safeguarding training.

Proof of name change (where applicable):

- Birth Certificate
- Marriage Certificate
- Deed Poll
- Adoption Certificate
- Divorce Decree



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Overseas Police Checks (where applicable):

If you have been outside of the UK for longer than 6 months within the past 5 years, we will require to see a valid police check from the country in which you were residing.

If you do not already have an overseas police check, you will need to apply for one as part of your registration and more guidance on this can be provided, if required.

If there is anything further that we can help with, please don't hesitate to call us on 01218038880 (West Midlands) or 01543756796 (Staffordshire) or email hello@zesteducation.co.uk.