

## Writtle College Recruitment ID Document List

All applicants who are successful after interview are offered employment subject to required Safeguarding checks. Our safeguarding checks include:

- A List 99 check
- A Criminal Records Bureau (CRB) check

We undertake safeguarding checks in order to enable safe recruitment decisions to ensure the safety of our Students and our workforce.

### What is a List 99?

An initial safeguarding check carried out prior to offer and online which provides a background check showing individuals who are barred from working with children by the Department of Education and Skills (DfES)

### What is a CRB Check?

This identifies candidates who may be unsuitable for certain work, especially work that involves children or vulnerable adults. A CRB check will disclose any relevant and proportionate information held by the local police forces along with a check of the new Children and or Vulnerable Adults barred lists.

The CRB application which must be completed by the individual and submitted promptly. It is College preference that an official response is received prior to any individual commencing work however College policy does allow for the assessment of risk by the line manager in circumstances where there is an important business requirement for the role holder to start as a matter of urgency.

To allow us to process the required CRB check quickly as part of our Recruitment Policy and Procedure we ask you bring three forms of ID with you at interview to confirm your identity. This must include at least one document from Group 1 below and at least two from Group 2

### Group 1

- Passport UK or EU National Identity Card
- Identity card for Foreign Nationals (ICFN)
- UK Driving Licence
- Original UK Birth Certificate (issued within 12 months of date of birth)
- Firearms Licence
- Adoption Certificate

### Group 2

- Marriage/Civil Partnership Certificate
- Financial Statement (i.e pension, ISA, bank statement)
- Birth Certificate
- Vehicle Registration document
- P45/P60 (UK)
- Court Claim Form
- Utility Bill
- TV Licence
- Addressed Payslip
- Credit Card Statement
- National Insurance (NI) Card
- NHS Card
- Mortgage Statement
- Benefit Statement
- Insurance Certificate
- Certificate of British Nationality
- Council Tax Statement (UK)
- Work Permit/Visa

**Please Note: Documents such as statements and utility bills should be dated within the last three months.**

Should you have any queries regarding this requirement please contact the HR Department on 01245 424208 to discuss prior to attending your interview.