



## Documents Required for Registration

The documents listed below must be originals and in your current name and address where applicable. Please note that copy documents cannot be accepted.

If any of the documents you are providing are written in any language other than English, then a certified translation will be required.

### Passport

Any nationality. Must be current.

### Proof of Current UK Address

One document from the list below:

The following must be less than 3 months old: Bank/Building Society Statement; Utility Bill (electricity, gas, water, telephone); Credit Card Statement; Official Letter from: Benefits Agency; Employment Service; Inland Revenue.

The following must be less than 12 months old: Mortgage Statement; Council Tax Statement.

### Additional Evidence of Identity

One document from the list below:

Marriage Certificate; Birth Certificate; UK Driving Licence; EU Photo ID Card; Certificate of British Nationality; Benefit Book (Child Allowance or Pension); Adoption Certificate.

The following must be less than 12 months old: UK P45/P60; Work Permit/Visa document.

### DBS (Disclosure & Barring Service) Enhanced Certificate

If issue date of certificate is more than a year ago, evidence of registration with the DBS Update Service will be needed.

### Proof of Name Change (where applicable)

Marriage or Birth Certificate, Deed of Name Change.

### Qualifications

Relevant qualifications for the category of work you are applying for.

UK NARIC Statement of Compatibility if qualification not obtained within the UK, EU, Australia, Canada, New Zealand, South Africa or USA.

### Proof of Permission to Work in the UK

Visas should have more than 6 months remaining.

### Overseas Police Clearance Document

For applicants who have lived outside of the UK for longer than three months within the last 5 years.

### Bank Details

Account Name, Number and Sort Code.

Please contact First Class Education on **0203 540 9495** should you have any questions or are unable to provide any of the above documentation.