| Done? | Item | Notes |
| --- | --- | --- |
|  | **CV** | Up to date. |
|  | **Valid Passport / ID Card** | Must be valid. |
|  | **Proof of National Insurance Number** | Example - Tax Letter, Pay Slip, Benefits Letter |
|  | **Proof of Address** | Must be dated within the last 3 months. |
|  | **DBS – Criminal Record Check** | Must be dated within the last 10 weeks |
|  | **Overseas DBS / Police Record** | In the UK less then 5 years, or away for 6 months + |
|  | **HMRC 5 Year Employment Record** | You can download guide from our website, candidate tab. |
|  | **Work Visa/Permit/RTW Share Code** | Necessary for non-citizens or non-residents |