| 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 |