

ORIGINAL DOCUMENTS REQUIRED for MOST INTERVIEWS:

These original documents will probably have to be produced during the face-to-face interview phase of your application.

- Passport – current.
- Driving licence – photo card.
- Birth certificate.
- Marriage certificate.
- Confirmation of citizenship.
- Any documentation (like an affidavit) qualifying a change of name, if applicable.
- National Insurance number.
- Any recent payslip, P60 or P45.
- Full postal addresses for at least the last five years. This includes addresses outside the UK.
- At least two proofs of current address showing your name and address. These can be bank or credit card statements, phone bills, electricity or gas bills, rental or mortgage agreements, or recent insurance statements.
- Bank or building society details: Name of bank/building society, address of bank/building society, sort code, and account number.
- Your doctor's name, surgery address and phone number.
- University qualifications: all original degree certification and professional qualifications.
- Any letters from professional bodies.
- Any qualification registration numbers.
- Any pay scale letters or threshold qualification letters.
- Any UK NARIC qualification confirmation letters.
- Visa/work permit: Any documentation - other than passport - pertaining to your visa status. This includes course confirmation letter for candidates with student visa status; any documentation pertaining to a visa extension.
- Overseas police clearance for all candidates who have resided overseas within the last five years
- Two passport-size photographs.
- Next of kin details.
- Any open references (i.e. testimonials) you may hold.
- An up-to-date version of your curriculum vitae – this should be provided prior to interview via email if possible.