

ID Guide – Interview Process

EU applicants must provide:

- Current, valid Passport

OR

- Current UK Photo-Card Driving Licence

OR

- UK Birth Certificate **PLUS** Proof of National Insurance Number (P45, P60, letter from Government Agency: must be less than 12 months old)

Non –EU applicants must provide:

- Current, valid Passport

PLUS

- Biometric Residence Permit

OR

- Immigration document, VISA or Work Permit

ALL applicants must provide a minimum of two of the following, at least one of which must show their current address:

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|--|--------------------------|
| • Mortgage statement | Issued in last 12 months |
| • Bank or Building Society statement | Issued in last 3 months |
| • Bank or Building Society Opening an Account Letter | Issued in last 3 months |
| • Credit Card statement | Issued in last 3 months |
| • Financial statement (pension or endowment etc) | Issued in last 12 months |
| • P45 or P60 | Issued in last 12 months |
| • Council Tax Bill | Issued in last 12 months |
| • Utility Bill | Issued in last 3 months |
| • Benefits statement (pension, child benefit) | Issued in last 3 months |
| • EEA National Identity Card | Must be valid |

Please ensure that all documentation is copied and filed securely in the candidate's personnel file.

All personnel files should be kept in locked filing cabinets and should only be accessed by relevant persons.