

RECRUITMENT DOCUMENT CHECKLIST

If you are successful, you will need to provide the following ID:



One form of evidence of your Right to Work in the UK

- Passport
- Birth certificate (must be full version and not abbreviated)
- Adoption certificate
- Visa - Sharecode.GOV.UK



One form of evidence of your National Insurance number

- Recent payslip, NI card, government letter, P60/P45



Proof of address (dated within three months)

- Bank statement
- Utility bill, council tax bill
- Driving licence



Please note we cannot accept:

- provisional driving licence, mobile phone bill, credit card statements.



If applicable, evidence of a change of name from birth

- Marriage certificate, adoption certificate, divorce decree, deed poll



You will be contacted by one of the panel interviewers to let you know the outcome of your interview. If you are successful, a date/time will be arranged for you to provide your original identification in person.



If you are offered a position, and in line with safer recruitment checks, we will require you to provide the following:



REFERENCES

- We will require a minimum of two references, one of which must come from your current or most recent employer.
- For employment references, a company email address will be required.
- Character references can only come from someone who is a professional person and has known you for more than five years.
- Overall, your references must cover a minimum period of two years.
- Please note we are unable to accept references from family members and relatives.



Questions?

If you have any questions,
please email
recruitment@elderpark.org