

Documents you will need to send to complete your registration



Please read our [key information document](#) that sets out your relationship with us, including details about pay, holiday entitlement and other benefits available to you.

To register with us you will need to send us:

- **Registration form and terms and conditions** - [click here](#)
- **Current CV** with relevant experience (explaining any career gaps)
- **Right to work** (i.e. British passport or EU/biometric share code - this will require a digital/manual check)
- **Enhanced child workforce only DBS** (if this is not signed up to the online update service a new one will be applied for. The cost of this application is £54.60)
- **Qualification certificates**
- **Safeguarding** CPD certificate level 2 or above dated within the last 12 months (we will provide free training if needed)
- **National insurance number** (i.e. P45, P60 or NI card)
- **Photo** (recent head and shoulder shot of yourself)
- **Two forms of I.D.** (i.e. passport or driving licence, one needs to be a valid photo ID)
- **Proof of address** (POA) Proof of address, using the DBS list of approved documents
For further information regarding suitable POA documents [click here](#). Please note we cannot accept online copies
- We will be in touch regarding **references**

Qualified Teachers only:

- **QTS, QTLS or TRA number**

If you have lived outside of the UK for more than 6 months in the past 5 years:

- **International police check** - we can assist with this, please speak to our team

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REGISTERED OFFICE: ORBITAL HOUSE, 20 EASTERN ROAD, ROMFORD, ESSEX, RM1 3DP, UK
COMPANY REGISTRATION No. 10636498.

