

# 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](#)
- Our PAYE terms and conditions are also available to view – [click here](#)
- Current CV with relevant experience (explaining any career gaps)
- Right to work (i.e. British/Irish 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)
- Complete GDPR and cyber security training for schools (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 (front and back), one needs to be a valid photo ID)
- Proof of address (POA)
- For further information regarding suitable POA documents [click here](#). Please note we cannot accept online copies, it must be a document delivered to your address
- We require two references to cover a minimum of the past two years, from a line manager. These must be from a work based email addresses, please note gmail and hotmail addresses are not acceptable. To submit your references [click here](#)

## 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

We carry out an online name search as part of our due diligence on agency workers. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with the worker.

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### Athona Education Ltd

2nd Floor, Kingsgate House, 1 King Edward Road,  
Brentwood, Essex, CM14 4HG

**T:** 01277 245840 **F:** 01277 245841

**E:** [education@athona.com](mailto:education@athona.com) **W:** [athonaeducation.com](http://athonaeducation.com)

VERSION: June 2023

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



# Documents you will need to send to complete your registration



If you would like to upload your documents online [click here](#) or you can reply to this email.

There are two key ways to sight your original documents:

1. Meet with us, we will be able to take a copy of your original documents
2. Send a picture or photo copy of your documents, then attend an online meeting to sight original documents

[Click here](#) to forward an email to arrange your meeting in person or online

For all candidates who require DBS check through Athona please [click here](#) to see our policy on the recruitment of ex-offenders

To view our full recruitment selection and vetting policy [click here](#)

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