Documents needed

athona

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 £57)
- Qualification certificates
- Safeguarding CPD certificate level 2 or above dated within the last 12 months (we will provide free training if needed)
- Complete allergy, 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

All candidates are expected to read part 1 of the latest **Keeping Children Safe in Education (KCSIE)**.

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.