**Registration Requirements**

**Industrial and Drivers; please provide the following original documentation for your applications**

a passport, national identity card or a full British/Irish birth certificate (this must include the name(s)

of at least one of the holder’s parents or adoptive parents)

your National Insurance card, letter, P45 or P60

proof of your right to work in the UK

proof of address

your CV, this can be emailed to us prior to registration

your updated CV with details of your previous employers including the dates worked, a contact name

and details. Your previous employer(s) will be contacted if you have been unable to provide your

references on headed paper. We will require a complete five year checkable history.

your bank or building society details including the sort code, account number and account name.

for drivers - your driving licence and drivers CPC card (if you have one)

**Carers and Domestic; please provide the following original documentation for your applications**

a passport, national identity card or a full British/Irish birth certificate (this must include the name(s)

of at least one of the holder’s parents or adoptive parents)

your National Insurance card, letter, P45 or P60

proof of your right to work in the UK

current relevant qualification certificates

four additional forms of ID (less than 3 months old) eg. utility bill, bank statement, driving licence

a current enhanced DBS disclosure, if it has been made portable

£44.00 (cash) for a DBS application, this will be required if you do not have a current disclosure. This

application will need to be renewed annually.

£10 (cash) deposit for uniform (refunded upon return of uniform)

two passport photographs

your updated CV with details of your previous employers including the dates worked, a contact name

and details. Your previous employer(s) will be contacted if you have been unable to provide your

references on headed paper. We will require a complete five year checkable history.

Your bank or building society details including the sort code, account number and account name.

Once you have all the required documentation, please phone or

email to make an appointment.

**All forms can be emailed to us prior to registration or you may bring them with you.**

**Our address is:  
Suite 4**

**28 Claremont Road**

**Surbiton**

**Surrey**

**KT6 4RF**