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| **CANDIDATE REGISTRATION CHECKLIST** |
| The checklist below details all the necessary documentation required to complete your registration with GJU services and the mandatory Disclosure and Barring Service (DBS) checks.  Originals must be seen at the interview stage, copies taken, and originals returned to you.   * All items in the “**mandatory evidence**” section are required. * Total of 3 documents from Groups 1 & 2, with at least 1 from Group 1 |
| **Mandatory Evidence:** |
| 1. Completed application form 2. CV/Resume 3. All Training Certificates. 4. Original Disclosure and Barring Service (DBS) Certificate 5. Passport Sized Photo *(selfie from mobile devices, plain background accepted)* 6. LTD Company Registration Certificate and Company bank statement. *(if applicable)* |
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| **GROUP 1 – Photographic Evidence** |
| 1. Nationality Passport 2. UK/EU Photocard Driving Licence 3. UK Biometric Residence Permit Card & Share Code *(https://www.gov.uk/prove-right-to-work)* |
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| **GROUP 2 – Proof Of Address** |
| 1. Utility bill *(issued within last 3 months)* 2. Financial Statement – eg bank/credit card statement *(issued within the last 3 months)* 3. Mortgage Statement *(issued within the last 12 months)* 4. Council Rent Card/Tenancy Agreement *(issued within the last 12 months)* |