

Hinchingbrooke School

Inspiring excellence Fulfilling potential



INFORMATION PACK FOR CANDIDATES



CONTENTS

Directions to Hinchingbrooke

List of documents relating to your education/training

List of Acceptable Documents to Prove Eligibility to work in the UK

Lists of ID documents for a Disclosure and Barring Service (DBS) check



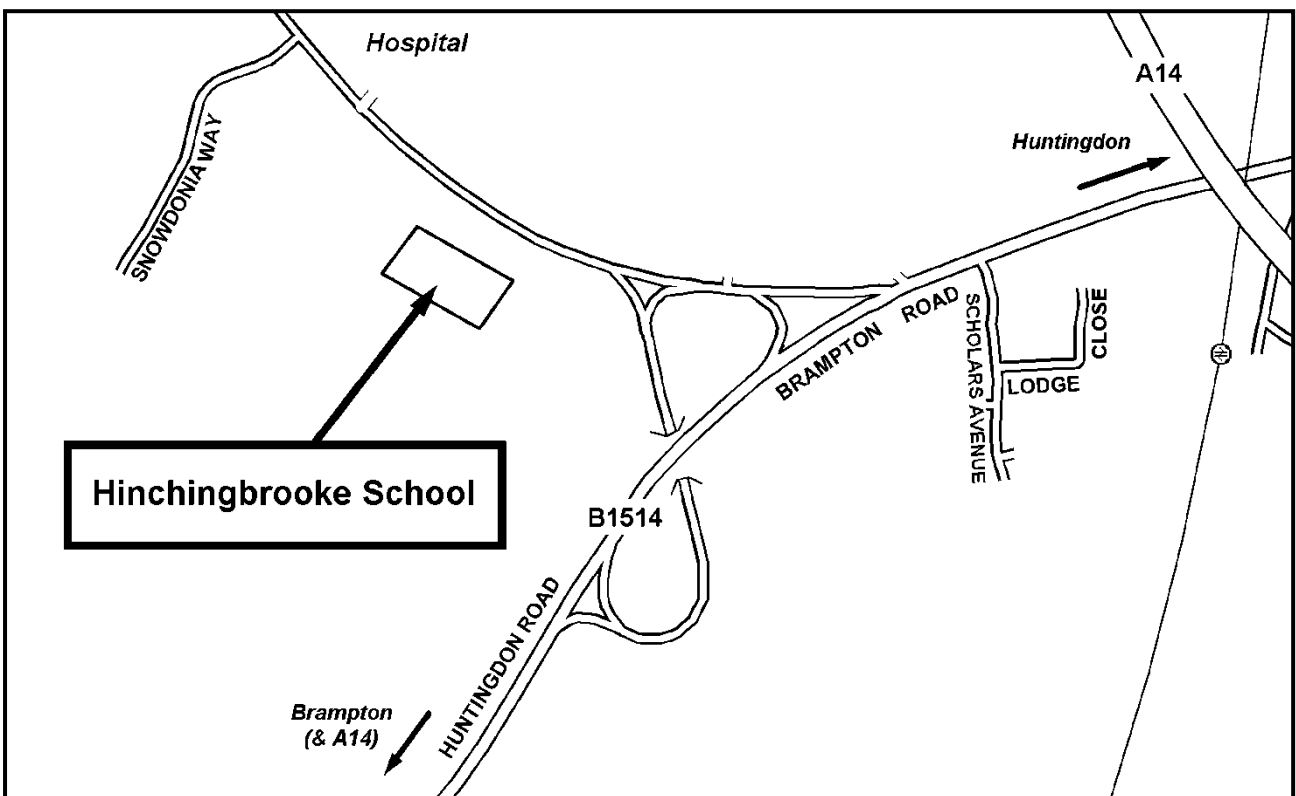
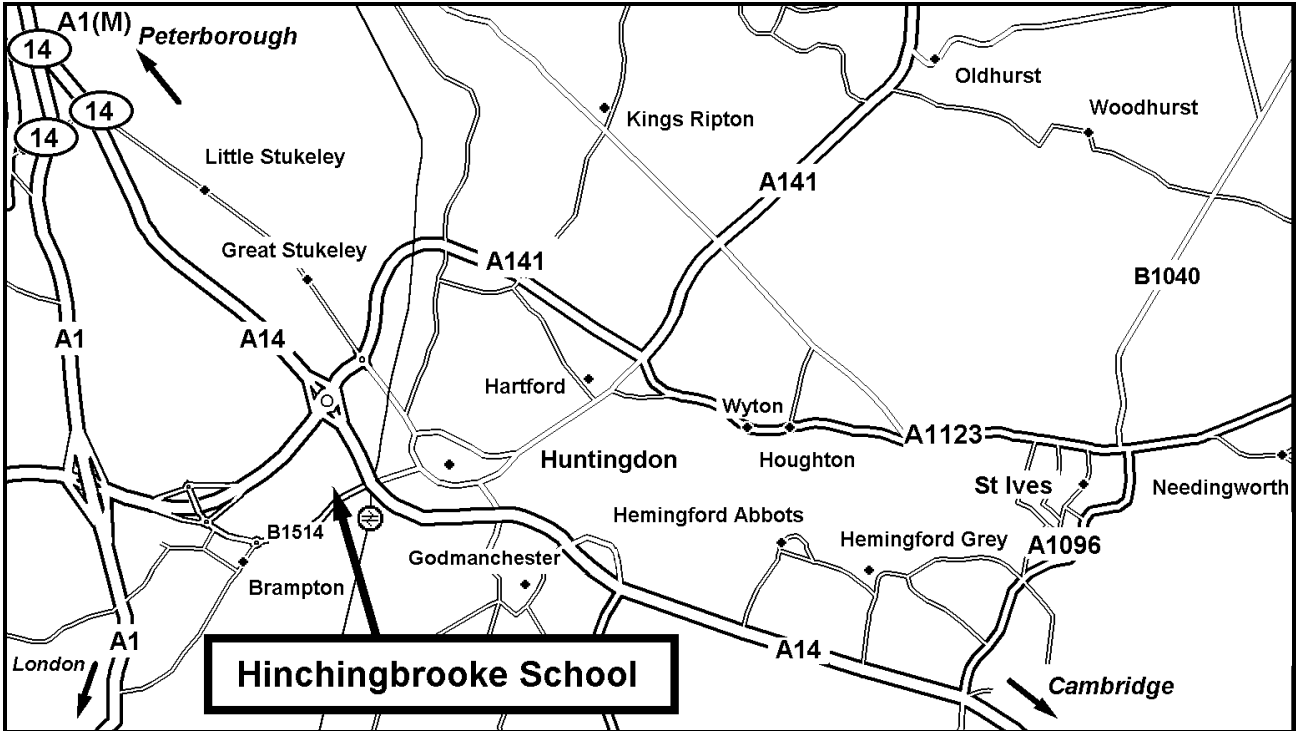
Hinchingbrooke School

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HOW TO FIND HINCHINGBROOKE SCHOOL, HUNTINGDON

From the A1 North

Pass the first signpost for A14 (**Landmark: Alconbury**). Exit the A1 at the next A14 junction (**Brampton Hut**). At the roundabout below turn left onto the A14 East. Take the next turning for **Brampton and Huntingdon racecourse**. Turn right at the first mini roundabout back over the A14. Go straight over the next mini roundabout, follow signs for Brampton. Go straight over the next roundabout, follow signs for **Huntingdon Railway Station and Hinchingsbrooke Hinchingsbrooke Hospital** on the Brampton Road. You will pass on your right **The Brampton Mill Restaurant**. Take the next left after the stone wall, following the signs for the Hospital. The **Police Headquarters** will be on your right, take the left turning just before the pelican crossing for Hinchingsbrooke House.

From the A1 South

Go straight across the roundabout at Buckden (**Landmark: Shell Garage**) and take the next exit signpost Brampton. Drive under the A1 and filter onto Buckden Road. Pass **Brampton Park Golf Course** on your right and straight over the next mini roundabout (**RAF Brampton**). At the next roundabout turn right into Brampton Road, follow signs for **Huntingdon Railway Station and Hinchingsbrooke Hospital**. You will pass on your right **The Brampton Mill Restaurant**. Take the next left after the stone wall, following the signs for the Hospital. The **Police Headquarters** will be on your right, take the left turning just before the pelican crossing for Hinchingsbrooke House.

By Train

Huntingdon has a mainline station which goes directly to London Kings Cross. The school is ten minutes walk. Turn left coming out of the station

LIST OF DOCUMENTS RELATING TO YOUR EDUCATION/TRAINING

Teaching staff

Please ensure you bring with you the following original certificates:

- Degree certificate
- PGCE certificate
- QTS certificate
- Induction certificate

NQT's will also need to provide:

- Evidence that you passed the literacy test
- Evidence that you passed the numeracy test

Support Staff

Please ensure you bring with you:

- Original certificates which you have stated on your application form

LIST OF ACCEPTABLE DOCUMENTS TO PROVE ELIGIBILITY TO WORK IN THE UK



As an employer, Hinchingsbrooke School have a responsibility to prevent illegal migrant working in the UK. We carry out all necessary checks to ensure that our recruitment practices comply with the requirements set out in Sections 15–25 of the Immigration, Asylum and Nationality Act 2006. You, as a prospective employee, are required to provide us with documents that prove your eligibility to work in the UK. The lists of acceptable documents are as follows:

LIST A – Documents which provide an ongoing excuse

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
7. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
8. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
9. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
10. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
11. A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.


12. A letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.

LIST B – Documents which provide an excuse for up to 12 months

1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
2. A Biometric Immigration Document issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
3. A work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency or the UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, **or** a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same.
4. A certificate of application issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
5. A residence card or document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
6. An Application Registration Card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
7. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
8. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.

List of acceptable documents for a DBS check

The DBS has produced guidance on the type and range of identity documents that must be used to validate the applicant's identity. As a minimum you will need to produce 3 documents: **one** document from Group 1 and **two** further documents from Group 1, 2a or 2b (see below). **At least one document must confirm your current address and at least one document must confirm your date of birth. If you are unable to produce 3 documents in this way, you must speak to HR to discuss alternative documentation.**



Applicant Identification

The number of documents required will depend on which route is being followed. When enough documents have been selected, the system will notify you. Original documents must be produced for the identity check. At least one document must verify the applicant's current address (documents containing addresses are marked with *) and one document should display the applicant's date of birth.

Document Category 1 ♦ Primary Trusted Identity Credentials

<input checked="" type="checkbox"/> A Valid Passport (Any Nationality)	<input type="checkbox"/> A Driving Licence (UK) (Full or provisional) - Isle of Man /Channel Islands; Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey) *
<input type="checkbox"/> Biometric Residence Permit (UK)	<input type="checkbox"/> An Original BRITISH Birth Certificate (UK) - issued at the time of birth; Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)

Document Category 2a ♦ Trusted Government/State Issued Documents

<input type="checkbox"/> Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars - Photocopies are not acceptable). (more than 42 days from date of birth)	<input type="checkbox"/> A Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application)
<input type="checkbox"/> Marriage/Civil Partnership Certificate (UK and Channel Islands)	<input type="checkbox"/> Adoption Certificate (UK and Channel Islands)
<input type="checkbox"/> A Driving licence (UK) - (old style paper version) *	<input type="checkbox"/> Fire Arms Licence (UK and Channel Islands) *

Document Category 2b ♦ Financial/Social History Documents

<input type="checkbox"/> Bank/Building Society Account Opening Confirmation Letter (UK)	<input type="checkbox"/> Cards carrying the PASS accreditation logo (UK and Channel Islands)
<input type="checkbox"/> Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only - valid only for applicants residing outside of the UK at time of application)	<input type="checkbox"/> Letter from Head Teacher or College Principal - (16/17 year olds in full time education - (only used in exceptional circumstances when all other documents have been exhausted).

The following documents must have been issued within the past 12 months:

<input type="checkbox"/> P45 certificate statement (UK)	<input type="checkbox"/> British Work Permit / VISA (UK)
<input type="checkbox"/> Council Tax Statement (UK) *	<input type="checkbox"/> P60 certificate statement (UK) *
<input type="checkbox"/> Mortgage Statement (UK or EEA) - *	<input type="checkbox"/> Financial Statement - e.g. pension, endowment, ISA (UK) *

The following documents that must be less than 3 months old.

<input type="checkbox"/> Bank/Building Society Statement (UK or EEA) *	<input type="checkbox"/> Credit Card Statement (UK or EEA) *
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Correspondence Documents from

<input type="checkbox"/> Benefit Statement - e.g. Child Allowance, Pension *	<input type="checkbox"/> A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands) - e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security.
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Utility Bills Such As

<input type="checkbox"/> Electricity Bill/Statement *	<input type="checkbox"/> Water Bill/Statement *
<input type="checkbox"/> Gas Bill/Statement *	<input type="checkbox"/> Telephone Bill/Statement *

Cancel Proceed

IF YOU ARE UNABLE TO PROVIDE 3 DOCUMENTS IN THIS WAY, YOU MUST SPEAK TO HR TO DISCUSS ALTERNATIVE DOCUMENTATION.