



Pre employment Check List for Candidates

Any appointment is “**subject to satisfactory completion of all relevant pre-employment checks**”

Use this checklist to help you organise what you need to bring for your interview.

Pre Employment check	Notes – what are you taking?	Check off
All applicants will be required to show -		
<p>1. Proof of your identity</p> <p><i>See combination list 1 and 2 attached</i></p> <p>Please note it must be original documents that are presented NOT copies.</p>		
2. Original copies of your qualifications and certificates		
3. Completed OHU form in sealed envelope		
<p>4. Valid up to date enhanced CRB disclosure Certificate.</p> <p>If not processed completed CRB form to be processed and relevant counter signatory documentation as per CRB guide book.</p>		

Pre Employment check	Notes – what are you taking?	Check off
For teaching posts applicants will be required to show		
<p>5. GTC certificate and membership card (For Teaching positions) with membership number. – to be verified with GTC</p> <p><i>See attached guidance number 3 on exemptions</i></p>		
<p>6. Induction certificate</p> <p><i>See attached guidance number 3 on exemptions</i></p>		
For post of Head Teacher applicants will need to show		
<p>7. NPQH certificate (Head teacher position where exemptions do not apply)</p> <p><i>See attached guidance on exemptions (NEED TO ATTACH)</i></p>		
For post where you are required to drive you will need		
8. Original Copy of Driving License		
Other specific to post		

For interview and selection	
Disk with presentation	
Handouts	
Questions	
Other	

List 1

List 1 outlines the documents that provide evidence of a person's right to work in the UK when **presented alone**. Any one of these documents provides sufficient evidence of a person's right to work in the UK. If evidence from List 1 is seen, an employer does not need to ask to see evidence from List 2.

A passport showing that the holder is a British citizen or has a right of abode in the UK.
OR
A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
OR
A residence permit issued by the Home Office to a national from an EEA country or Switzerland.
OR
A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the UK.
OR
A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
OR
A passport or other travel document endorsed to show that the holder can stay in the UK and that this endorsement allows the holder to do the type of work on offer if they do not have a work permit.
OR
An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

List 2

List 2 outlines the documents that provide evidence of a person's right to work in the UK when **presented in combination**. There are two possible combinations of documents, either of which provides sufficient evidence of a person's right to work in the UK. If evidence from List 2 is seen, an employer does not need to ask to see evidence from List 1.

First Combination
A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance card or a letter from a Government agency.
PLUS
A full birth certificate issued in the UK which includes the names of the holder's parents.
OR
A birth certificate issued in the Channel Islands, the Isle of Man or Ireland
OR
A certificate of registration or naturalisation stating that the holder is a British citizen
OR
A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay
OR
An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the UK or has no time limit on their stay
OR
A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work on offer.
OR
An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the UK and this allows them to do the type of work on offer.

Second Combination

A work permit or other approval to take employment that has been issued by Work Permits UK
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PLUS

A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question.

OR

A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.
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3 -Reasons for Exemptions in Relation to QTS, Induction and GTCE Registration

Who can teach without QTS?

Student teachers, providing that they are under the direction and supervision of a qualified or nominated teacher and are only assisting or supporting the work of that teacher.

- Instructors with special skills or experience who are in post because no other suitable qualified teacher, GTP, RTP or SCITT trainee was available at the time of their appointment.
- Overseas trained teachers (OTTs) can teach for a maximum of four years (beginning on their first day of work as a teacher – not a cumulative four years).
- Teacher trainees who have yet to pass their skills tests can teach for a maximum, cumulative total, of 5 years.
- Trainees undertaking the GTP, RTP or SCITT programme.

Who can teach without having completed the induction period?

- Teachers without QTS as outlined above.
- Teachers who obtained QTS on or before 7 May 1999.
- NQTs employed for a period of less than one school term as a short-term supply teacher can teach for a maximum of one year and one term (beginning on the first day of appointment).
- Teachers who have satisfactorily completed induction, probation, or the equivalent, in Scotland,
- Northern Ireland, Wales, Isle of Man, Guernsey, Jersey, Gibraltar, or a Service Children's Education
- (SCE) school in Germany or Cyprus.
- Teachers from the European Economic Area (EEA) who have been awarded QTS with exemption from induction.
- OTTs (from outside the EEA) with at least two years' experience who have obtained QTS and have been simultaneously assessed as meeting the Induction Standards by the TTA.

- Teachers who do not wish to be eligible to teach in a maintained school or non-maintained special school at any point in their career.
- Teachers with restricted responsibilities awaiting appeal against a decision of failure to complete their induction support programme.

Who can teach without being registered with the GTCE

- A qualified teacher who has failed induction and is awaiting the outcome of appeal.
- A teacher who takes up their first or second post following qualification can teach for a maximum period of 4 weeks before registering with the GTCE.



Useful Contact Details

Education Personnel Services

The Parkway
94 – 96 Wickham Road
Fareham
PO16 7JL
Tel: 01329 316226
Web: www.hants.gov.uk/education/eps

Immigration and Nationality Directorate Skills

Immigration & Nationality Directorate
Lunar House, 40 Wellesley Road
Croydon
CR9 2BY
Tel: 0870 606 7766
Web: www.ind.homeoffice.gov.uk

Occupational Health Unit

Hampshire County Council
Room 9, Elizabeth II Court
The Castle
Winchester
SO23 8UJ

Her Majesty's Stationery Office

St. Clements House
2-16 Colegate
Norwich
NR3 1BQ
Tel: 01603 723011
Web: www.hmsso.gov.uk

The General Teaching Council

Victoria Square House
Victoria Square
Birmingham
B2 4AJ
Tel: 0870 0010308
Web: www.gtce.org.uk

Department for Education and

Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Tel: 0870 000 2288
Web: www.dfes.gov.uk

Criminal Records Bureau

PO Box 110
Liverpool
L69 3EF
Tel: 0870 9090811
Web: www.disclosure.gov.uk

School Details
