

List 2 continued

- Addressed Payslip *
- Credit Card Statement *
- National Insurance Card (UK)
- Store Card Statement *
- NHS Card (UK)
- Mortgage Statement **
- Benefit Statement* - e.g. Child Allowance, Pension
- Insurance Certificate **
- Certificate of British Nationality (UK)
- Council Tax Statement (UK) **
- Work Permit/Visa (UK) **
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK)*:
e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- One of the following documents from the United Kingdom Borders Agency (UKBA) (formerly the Immigration and Nationality Directorate – IND) (UK)
- CRB Disclosure**
- Letter from a Head Teacher
- Connexions Card (UK)

Do not use more than one of the following documents

- Convention Travel Document (CTD) - Blue
- Stateless Person's Document (SPD) - Red
- Certificate of Identity (CID) - Brown
- Application Registration Card (ARC)
- Immigration Status Document (ISD)
- CRB, Disclosure Scotland and ISA Certificate (UK) **
- Letter from a Head Teacher *
- Connexions Card; including those cards carrying the PASS accreditation logo (UK)
- General Medical Council (GMC) Certificate

***documentation should be less than three months old**

****issued within past 12 months**

Further Information regarding CRB Disclosures and ISA Registration can be found at: <http://www.crb.gov.uk/> or <http://www.isa-gov.org.uk/>

Safeguarding Support Team
Human Resources

CRB/ISA Registration Application Guidance



Disclosure of Criminal Convictions

The job you have applied for is exempt from the Rehabilitation of Offenders Act (1974) so you must tell us about all spent or unspent convictions, cautions, warnings or reprimands you have. In completing the Disclosure of Criminal Convictions form you are agreeing to Gateshead Council performing a CRB check on your record and/or ISA registration if necessary.

Completing the Form

The form should be completed in black ink and block capitals.

You must complete all the fields on the form that are applicable. This guide will help you to provide the evidence to accompany your form in order that we can process your application efficiently.

1. You must complete your title and name in full and complete a continuation sheet if you have had any other surnames or forenames. We will need proof of your name and proof of any changes such as a marriage certificate or deed poll.
2. You must give a full 5 years address history using the continuation sheet if necessary and remember that dates to and from must run concurrently e.g. To: 04/2010 From: 07/2008 To: 07/2008 From: 01/2002 You will need to provide proof of your current address.
3. Please complete all date and place of birth fields and provide proof of your date of birth.
4. If you have a National Insurance Number you must write this on the form and provide proof of your number such as an NI card or P60.
5. If you have a driving licence you must write the number on the form and provide your licence as proof.
6. If you have a passport you must write your passport number on the form and provide your passport as proof.
7. If you already have an ISA registration number or a Scottish vetting and barring number you must write this on the form.

8. Please remember to read and sign the declaration on the back of the form and bring the form along with evidence requested to your interview.

Acceptable Documents

Included in points 1 to 7 you must provide at least 3 documents, one from list one and two from list one or two. If you can not provide a document from list one, then you must provide 5 from list two.

List 1

- Passport
- UK or EU National Identity Card
- Identity Card for Foreign Nationals (ICFN)
- Driving Licence (UK) (Full or provisional)
-England/ Wales/ Scotland/Northern Ireland/Isle of Man /Jersey; either photocard or paper (a photo card is only valid if the individual presents it with the counterpart licence; except Jersey)
- Birth Certificate (UK) - issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- HM Forces ID Card (UK)
- Firearms Licence (UK)
- Adoption Certificate (UK)

List 2

- Marriage/Civil Partnership Certificate
- Financial Statement ** - e.g. pension, endowment, ISA
- Birth Certificate
- Vehicle Registration Document (Document V5 old style and V5C new style only)
- P45/P60 Statement **(UK)
- Mail Order Catalogue Statement*
- Bank/Building Society Statement*
- Court Claim Form** (UK)
- Documentation issued by Court Services*
- Utility Bill* - electricity, gas, water, telephone – including mobile phone contract/bill
- Exam Certificate e.g. GCSE, NVQ, O Levels, Degree
- TV Licence**