

Pendle Vale ID Check Documentation

When attending interview you **must** bring the following documents:

Qualifications

You should bring with you documents confirming any educational and professional qualifications that are essential to this post. You must ensure that you bring your **original certificates or certified copies of the certificates, or a letter of confirmation from the awarding body.**

Confirmation of Identity

All prospective employees (including people already employed by the Authority) should have their identity confirmed via a photographic check. Therefore, you need to bring with you to interview all of the **original** following documents:

- Passport
- Photo Driving Licence
- Birth Certificate
- National Insurance Number

In addition, please provide proof of address via **one** of the following documents:

- Recent Utility Bill
- Recent Credit Card Bill
- Recent Bank/Mortgage Statement
- Recent Insurance Statement