



## RELIABLE RECRUITMENT

29 Chipping Vale  
Emerson Valley  
Milton Keynes I MK4 2JW  
Phone: 0330 133 0645  
info@reliablerecruitment.co.uk  
www.reliablerecruitment.co.uk

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### DOCUMENTS REQUIRED FOR REGISTRATION

As part of the registration process, job applicants are required to bring the following documents;

- **Valid passport including proof that you are eligible to work in the UK**
- **Any Visas, student letter, UK Home Office letter**
- **Proof of National Insurance registration** (NI card, P45, P60)
- **Proof of address x 2** dated within the last 3 months (utility bill, bank or credit card statement)
- **References x 2**
- **Proof of qualification** (Degree, diploma, NVQ certificates)
- **Any Mandatory Training Certificates** within the last 12 months (**if available**) – Food Hygiene, Moving & Handling, Health & Safety At Work, Fire Safety, Infection Control (including COSSH, RIDDOR), Lone Worker, SOVA, POCA, Medication, Autism
- **Passport photographs x 2**
- **DBS/CRB checks (if available)**