

## Westbourne Academy

Marlow Road T 01473 742315  
Ipswich F 01473 464825  
Suffolk E office@westbourne.atrust.org.uk  
IP1 5JN W www.westbourne.atrust.org.uk



Principal - Mr Garry Trott

## Safer Recruitment at Westbourne Academy

Westbourne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be required to have an Enhanced Disclosure from the Disclosure and Barring Service.

To help with this process at your interview could you please bring along originals of your degree and teaching qualification certificates as well as three original forms of identification, please see the list below for the acceptable forms of identification.

. One of the following:

- Photo driver licence (UK)
- Valid passport (UK)
- Original birth certificate (UK)
- Biometric residence permit (UK)

Two of the following:

- Certified copy of a birth certificate (UK & Channel Islands)
- Photo driver licence (non UK)
- Adoption certificate (UK)
- Marriage/civil partnership certificate (UK)
- Old style paper driving licence
- HM Forces ID Card (UK)
- Firearms licence (UK)
- Bank or building society statement (UK or EEA)
- Financial Statement
- Council tax statement (UK)
- Utility Bill
- Cards carrying the PASS Accreditation logo (UK)
- Bank/Building society account opening confirmation letter (UK)
- Letter from a head teacher
- Credit card statement (UK or EEA)
- P45/P60 statement (UK)
- Work Permit/visa (UK)
- Benefit statement
- EU National ID Card
- Mortgage statement (UK or EEA)
- Letter of sponsorship from future employment provider (non-UK/non-EEA)

