

Inspire Management Group Ltd (IMG) - Care

Documents need to register with IMG - Care

- ✚ VALID WORK PERMIT (Or if Student, College ID and Student Visa,)
- ✚ BRITISH PASSPORT (or other current Home Office Document authorizing you to work in UK)
- ✚ NATIONAL INSURANCE (NI) CARD (Or P45 or P60 or letter confirming you have applied for Ni)
- ✚ PROOF OF ADDRESS E.g. Driving Licence, Utility Bill, or any formal letter with your name and address
- ✚ 2 CURRENT PASSPORT SIZE PHOTOGRAPHS
- ✚ Disclosure and Barring Service (DBS) you apply with us or DBS on update service. For this please bring in your DBS certificate or provide your certificate number.
- ✚ TRAINING CERTIFICATES, e.g. Moving & Handling, Basic Aid etc. If you do not have the certificates we can provide training

Disclosure and Barring Service (DBS) REQUIREMENTS

Please note that you have to provide original documents listed in group 1 and 2 below, where our staff will take copies and give the original back to you.

If you provide one document from group 1 list, then you need to provide two more from group 2 list. If you provide two from group 1 list, you need to provide one more from group 2 list.

For those who do not have any from group 1 list, they need to provide any 5 documents from group 2 list. Utility Bills will require not being more than 3 months old.

GROUP 1

- ✚ A Passport
- ✚ UK Driving Licence
- ✚ Original UK Birth Certificate
- ✚ Valid Photo Identity Card (EU Countries)

GROUP 2

- ✚ Marriage Certificate
- ✚ Non UK Birth Certificate
- ✚ P45/P60
- ✚ Bank Statement
- ✚ Any Utility Bill
- ✚ Valid TV Licence
- ✚ Credit Statement

- ✚ Store Card Statement
- ✚ Mortgage Statement
- ✚ Valid Insurance Certificate
- ✚ Correspondence/document From Benefit Agency, Local Authority, Inland Revenue
- ✚ Financial Statement (e.g. Pension. Endowment)
- ✚ Valid Vehicle Registration Document
- ✚ Mail Order Catalogue Statement
- ✚ Court Summons
- ✚ Valid NHS Card
- ✚ Addressed Payslip
- ✚ National Insurance
- ✚ Exam Certificate
- ✚ Child Benefit Book
- ✚ Connexions Card
- ✚ Certificate of British Nationality
- ✚ Work Permit

You will also have to pay a fee of £58.60 for DBS .Once the application form is sent to the DBS department, it normally takes between 4-6 weeks to process and the certificate will be sent directly to you.

We aim to apply for your DBS as soon as possible so that there are no delays to your employment.