PVG INFORMATION – CHILDREN



Applicants should note that this position falls within the scope of the Protecting Vulnerable Groups (PVG) Scheme which came into force on Monday 28th February 2011; the scheme replaces enhanced disclosure checking arrangements for "regulated" positions.

Should you be the preferred candidate after interview, you will be required to gain membership of the PVG scheme in relation to working with **children**, prior to any unconditional offer of appointment.

You will be contacted by HR if fees are required to be paid.

3 FORMS OF ID FROM THE LISTS BELOW TO BE SUBMITTED WITH EACH APPLICATION

ID must confirm your date of birth, full name and *current* address. You cannot use the same document for both date of birth and address.

If any names are different across documents evidence must be submitted to support the change

NB: We cannot use previous PVG certificates as proof of ID

- Valid passport
- Valid driving licence photocard – with current address (full or provisional)
- biometric residence permit (BRP)
- Valid national identity card
- birth certificate
- adoption certificate
- marriage certificate or civil partnership certificate
- NHS card
- UK armed forces identity card
- UK firearm or shotgun certificate

Should be dated within the last 3 months

- utility bill, such as gas, electric or phone bill
- bank or credit card statement
- mortgage statement
- UK hospital or doctor's letter
- university, college or school letter

Should be for the current year

- signed tenancy agreement (typed, not handwritten)
- insurance policy document or letter
- payslip or P60 – with name and current address
- council tax bill or letter
- UK TV Licence
- UK Electoral Register Office letter or UK polling card
- Home Office letter
- UK firearm or shotgun certificate
- UK solicitor's letter on headed paper

Current **address** – this is the address we will use to submit the applicants' details in the first instance to Disclosure Scotland, this is the address the applicant should also submit when completing their part of the online pvg application