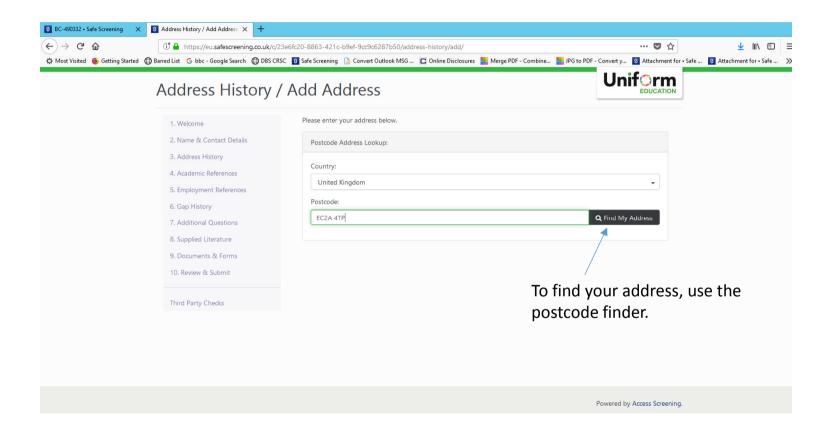
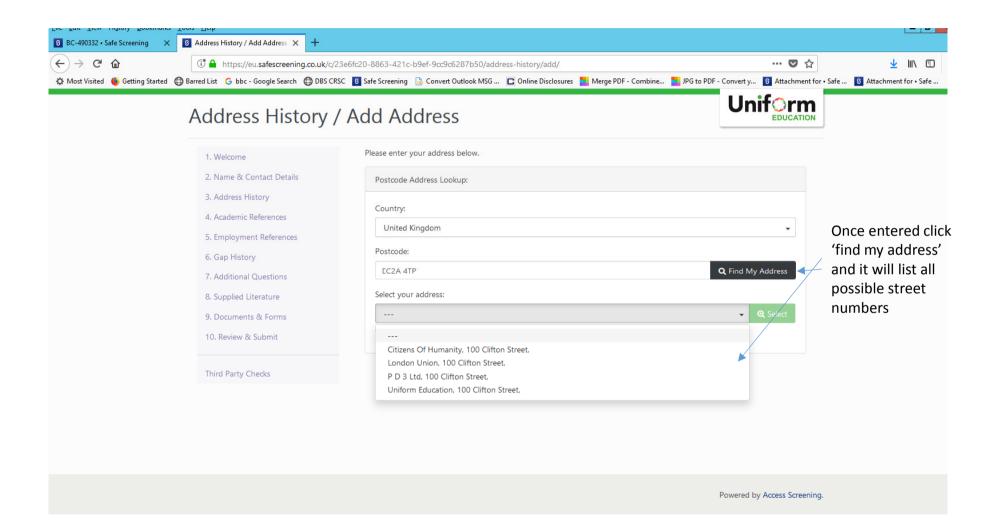
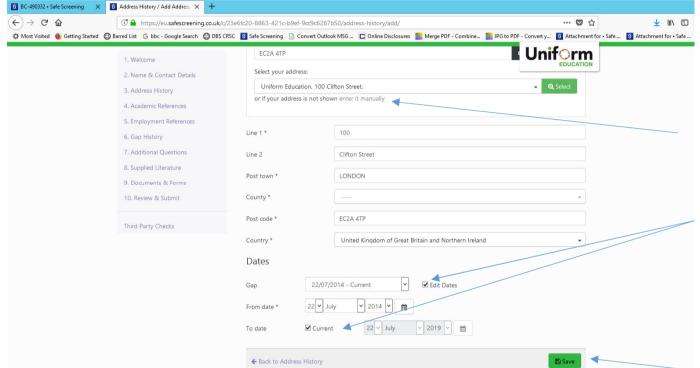


SL1 Sophie Lonegran, 14/08/2019





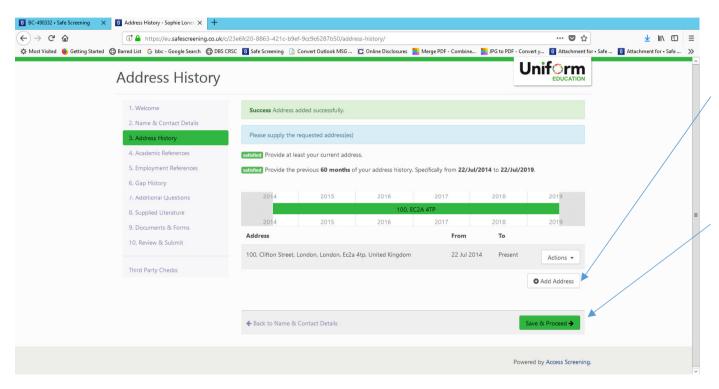


Once selected the address will automatically fill the appropriate boxes for you!

If for whatever reason, the address cant be found, or there is an error, you can also enter it manually!

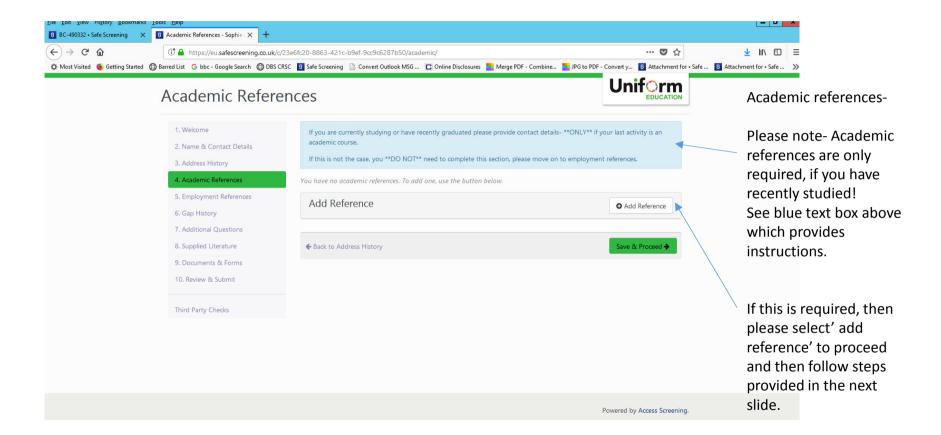
To enter the correct dates you lived at each address you need to click 'edit dates' and then enter the day, month and year you moved in and if you are still there click 'current' if not add the date you moved out.

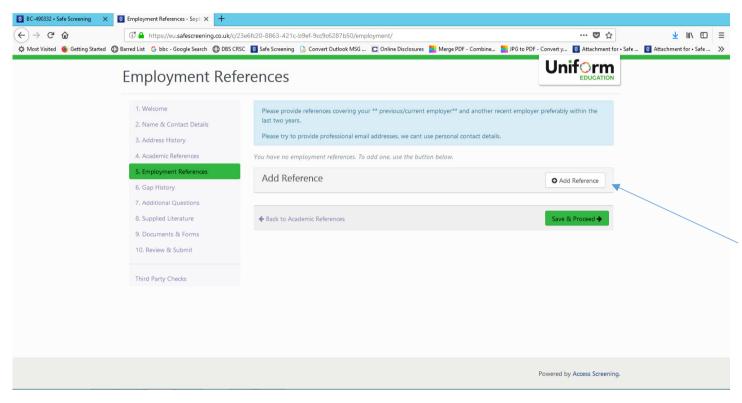
Once complete, click 'SAVE'



If you need to add more addresses you will click 'add address' and repeat the previous steps until you are finished.

Then click 'save & proceed' to move on the next section!

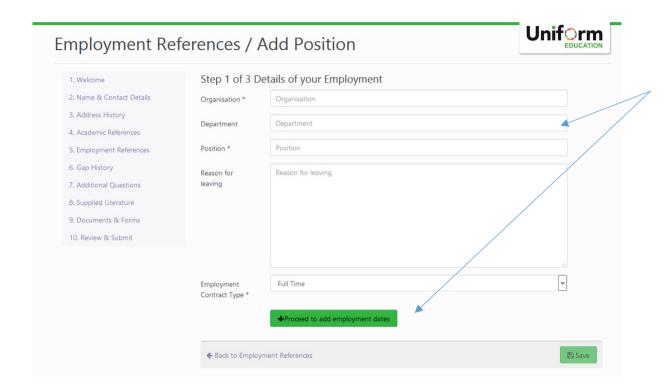




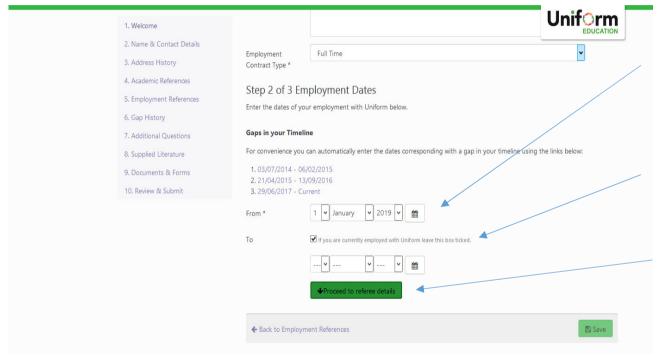
Employment references:

We need two references for your file, one MUST be your last/current employer unless you are still studying.

Please click 'add reference' to proceed.



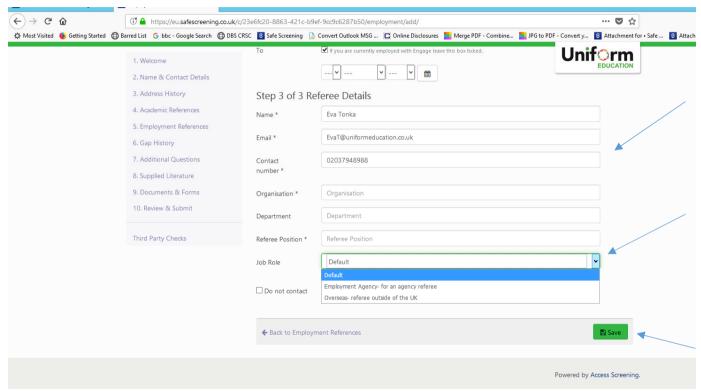
Complete all the relevant sections detailing your referee's details and then select proceed to add employment dates.



Add dates of employment in the boxes-

Ensure you put start and end dates, if they are your current employer, please tick the box, and leave the end date blank.

Then select 'proceed to referee details'

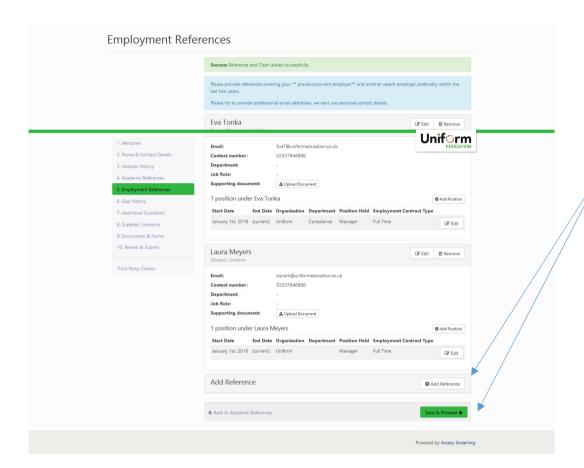


Add contact details for your referee in the relevant boxes, please ensure you provide professional email addresses in order to have a verified reference.

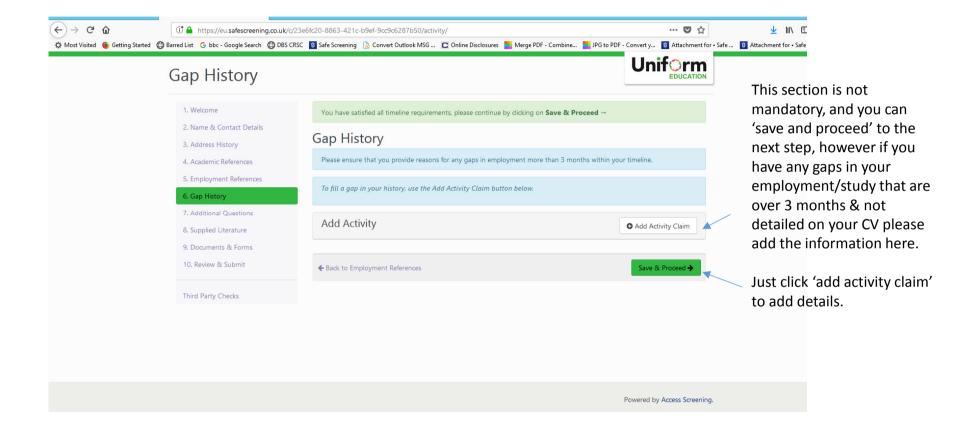
Job Role-Default- standard reference template Agency- if you referee works at an agency please choose this template

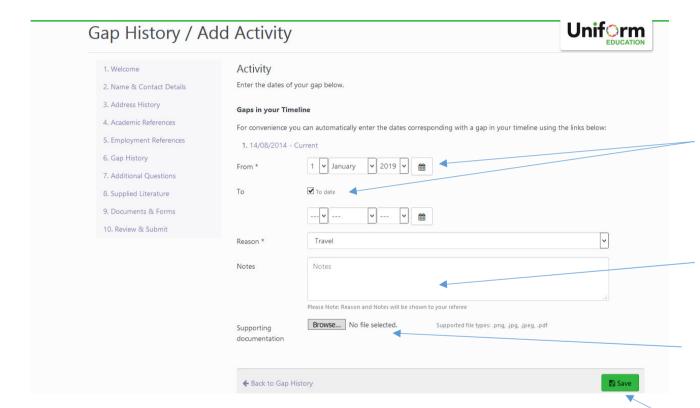
Overseas- if your referee works at an overseas business please select this template.

Once completed, save and proceed to next section.



Repeat the above steps to add additional referee details, and once this is completed you can review and then click 'Save & Proceed'





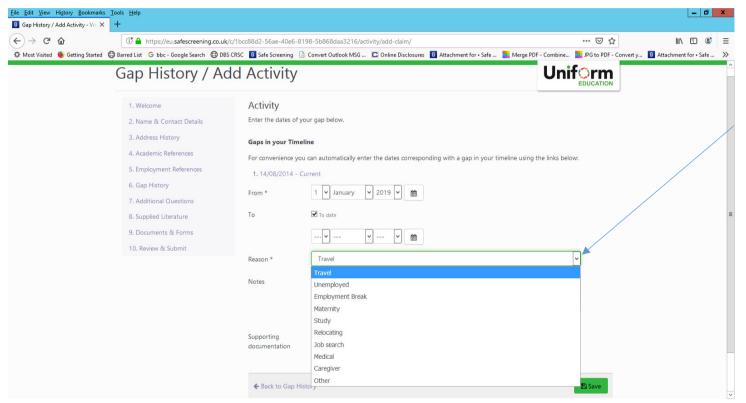
Add dates to and from to detail the gap in your employment/study history.

If it is to present select the tick box, if not add the end date.

You can pick a reason, and also add notes for more details.

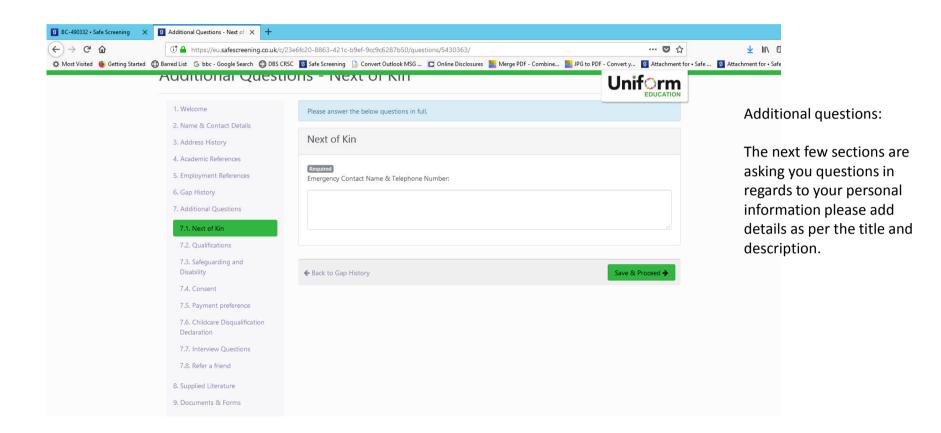
Do not worry about uploaded supporting documents.

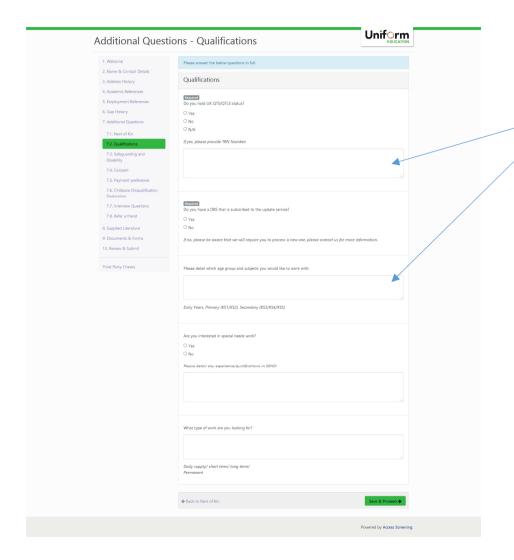
Then save and move on to next section.



Select the drop down box to pick reason for gap in employment history.

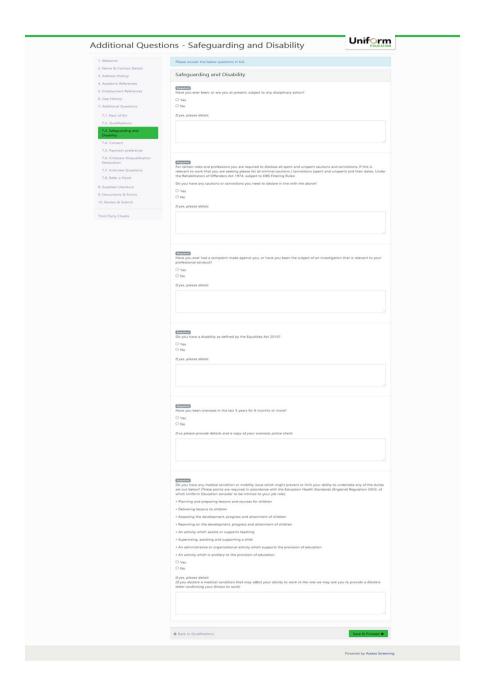
If you pick 'other' please add more detail in the note box below.



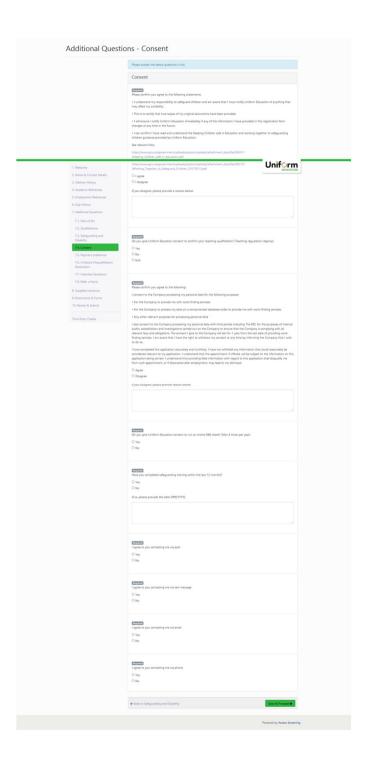


If the questions you answer has a text box below it, it is asking for more information, please ensure you add this.

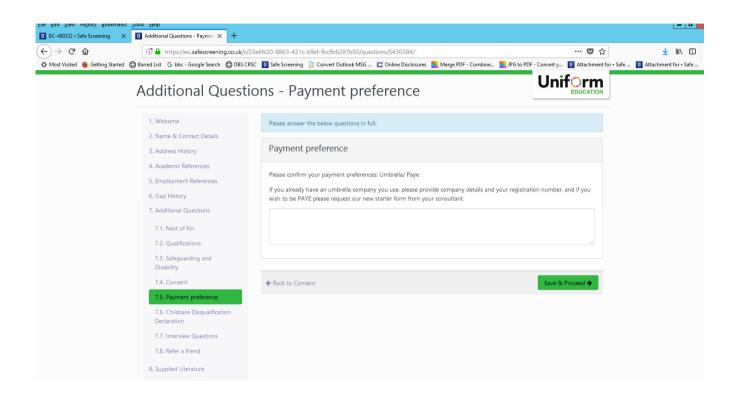
For instance, if QTS- if you hold the status, please add the TRN number in the below box.

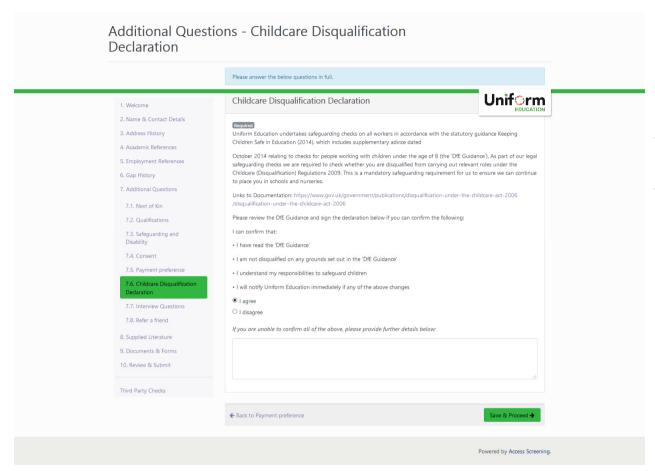


This section is regarding safeguarding and Disability, please read the questions carefully, and again, if the questions has a note box below, ensure additional information is provided if you answer 'YES'.

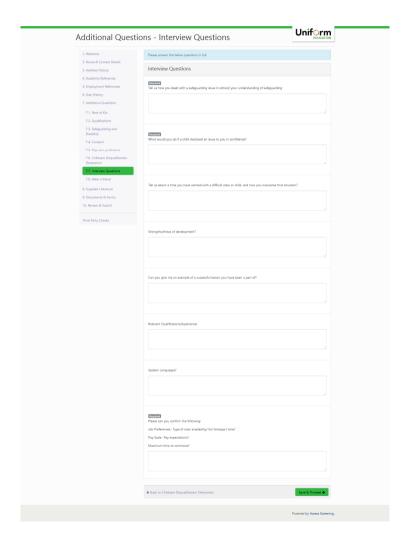


Each question here, is regarding consent, if you do not give us permission for anything, please provide reason why, and get in touch with your consultant with your concern or questions.



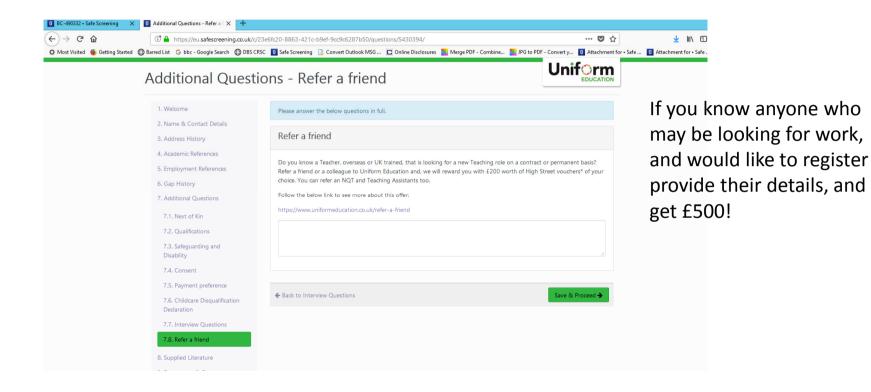


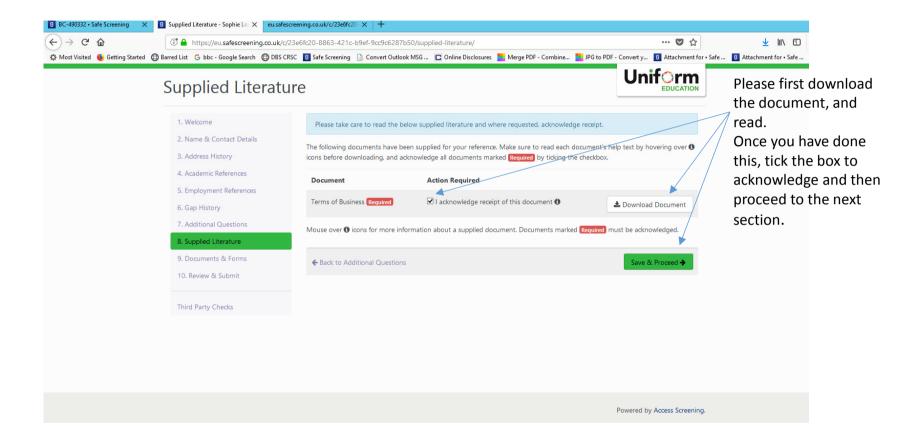
Please check the link in regards to this sections, if you have any relevant cautions or convictions this may restrict you from working with children under 8 years old!

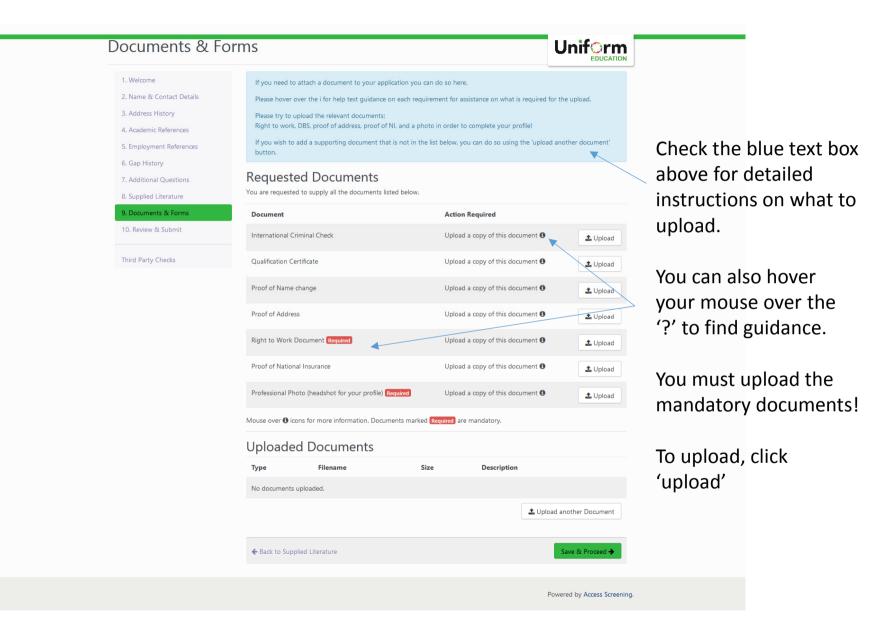


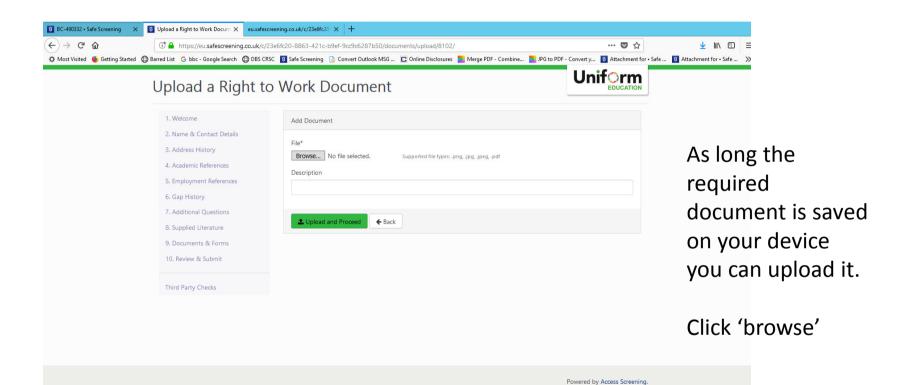
Please provide brief and precise answers for this sections, your consultant will go through this in more detail on the phone or when you meet.

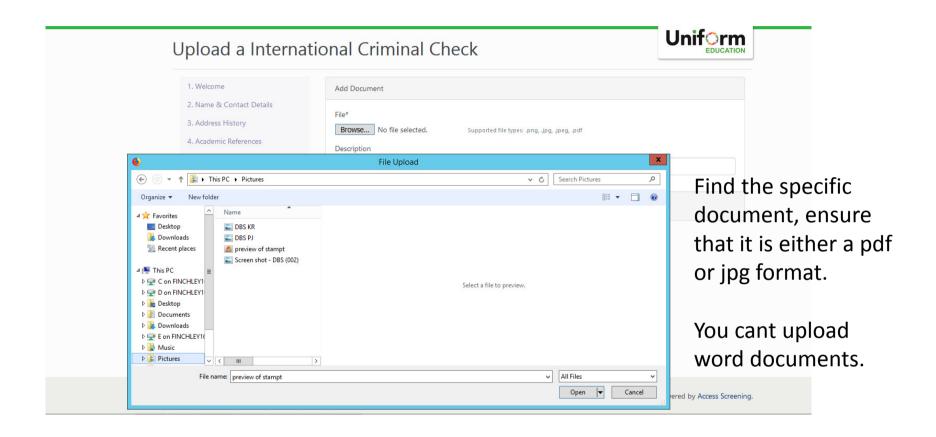
You must answer the mandatory questions, and if you have any questions please call.

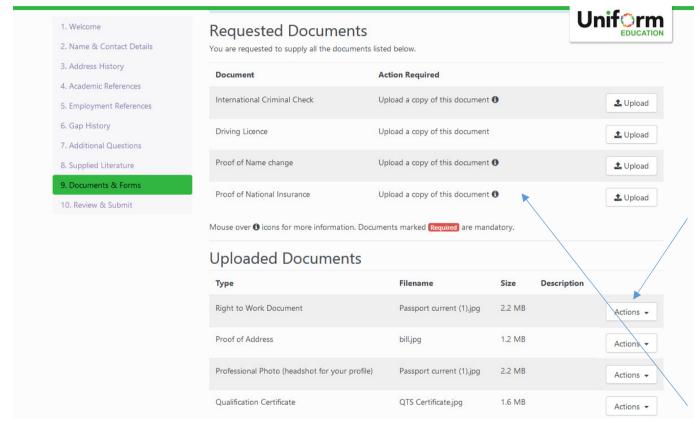








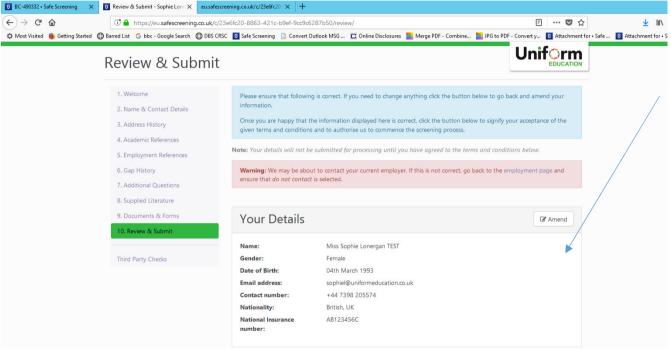




Once you have found and uploaded the document, it will show in the list below.

The above list also shows what else is needed still.

Please note-Proof of name change, and international check are only required if applicable.



Review all the information you have provided and once satisfied it is correct, you can submit, and we will receive the data!