



Document Checklist

As part of your interview with NFU Mutual you will need to provide photocopies of your proof of identity, current proof of address documentation (i.e. a utility bill issued within the last 2 months) and all your academic and professional qualifications as detailed in your CV. You will need to take these photocopies as well as the originals to your interview with NFU Mutual. A member of the team will verify the copies with the originals and retain them.

Should you be successful in obtaining a position with NFU Mutual these documents will be forwarded to our 3rd party screening provider The Security Watchdog Screening Bureau who will use them during the screening process. Should you not be successful, all your documentation will be securely shredded by NFU Mutual at the end of the recruitment process.

What do I need to photocopy?

You will need to photocopy the following documents and take them with the originals to your interview with NFU Mutual:

- current proof of identity (full details of acceptable proof are detailed below) – please note if you provide a passport, it is important that you photocopy the following pages of your passport
 - **Front Cover** and all pages which give your **personal details, photograph** and **signature**
 - Any page showing a UK Government stamp or endorsement which permits you to do the type of work we are offering
- Current proof of address – (full details of acceptable proof are detailed below) – please note it is important that the proof of address document is dated within the last 2 months
- All academic and professional qualification certificates as detailed in your CV

What is acceptable proof of identity documentation?

The documents below are acceptable as proof of identity:

One of the following:

- Passport showing the holder is a British Citizen or has right of abode in UK
- OR
- Passport or national identity card showing that the holder is a national of a European Economic Area country (Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia) or Switzerland
- OR
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office to a National from a European Economic Area country (as detailed above) or Switzerland
- OR
- A permanent residence card issued by the Home Office or UK Border Agency to a non-EEA national family member of an EEA national (as detailed above)
- OR
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay
- OR
- A Biometric Identity Document issued by the UK Border Agency to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom and has no time limit on their stay in the United Kingdom.
- OR
- A Biometric Identity Document issued by the UK Border Agency which indicates that the person named in it is permitted to undertake employment for the duration of their VISA entitlement.



If you don't have a passport then the following documentation can be accepted as proof of identity:

An official document giving your permanent National Insurance Number and your name e.g. P45, P60, National Insurance Card or document issued by a Government agency) **PLUS** one of the following:

- A full (long) birth or adoption certificate issued in the United Kingdom, Channel Islands, Isle of Man or Ireland which includes the names of the holder's parent(s)
- OR
- A certificate of registration or naturalisation stating that the holder is a British Citizen
- OR
- An immigration status document issued by the Home Office or UK Border Agency to the holder with an endorsement indicating that the person named can stay indefinitely in the United Kingdom or has no time limit on their stay
- OR
- A letter issued by the Home Office or UK Border Agency to the holder which indicates that the person named can stay indefinitely in the United Kingdom, or has no time limit on their stay

What is acceptable proof of address documentation?

You will need to provide a copy of a current proof of address document which must be issued in your name within the last 2 months. The table below indicates suitable documentation. Please note a mobile phone bill cannot be accepted as proof of address.

Document	Condition of Use
Bank/credit card/building society/catalogue statement	Dated within the last 2 months
Utility Bill – electricity/gas/water/telephone	Dated within the last 2 months
Pay-slip	Dated within the last 2 months showing your home address
Council Tax Bill	Dated within the last 2 months
Insurance document	Dated within the last 2 months
Mortgage statement	Dated within the last 2 months

Documentation to support your Standard CRB application. (Tiers A and B only –Internal and External Applicants)

In addition to your proof of identity and a copy of a current proof of address, you will also need to provide 2 of the following documents (continues on next page):

Document	Condition of Use
A document from UK Central/Local Government/ Government Agency/Local Authority giving entitlement	Dated within the last 2 months
Benefit book (child allowance or pension)	
Birth Certificate	If you have already submitted this document as proof of identity, it cannot be used again to support your application for a Standard CRB check.
Certificate of British Nationality	
Connexions Card	
Council tax statement	Dated within the last 12 months



Financial Statement (e.g.: pension, ISA)	Dated within the last 12 months
Insurance Certificate	Dated within the last 12 months
Marriage Certificate	
Mortgage Statement	Dated within the last 12 months
National Insurance Card	If you have already submitted this document as proof of identity, it cannot be used again to support your application for a Standard CRB check.
TV Licence	Dated within the last 12 months
UK Firearms Licence	
UK issued Driving Licence (If a photocard this must be accompanied with the paper counterpart)	
UK NHS card	
UK P45/60 Statement	Dated within the last 12 months
Vehicle Registration Document	