

Disclosure and Barring Service (DBS) REQUIREMENTS

Please note you must provide original documents listed in group 1 and 2 below, where our staff will take copies and give them 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)***

Attach your resume and portfolio to this job application form.
Send it via email to manager@lotushcs.co.uk

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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 £55 for DBS .

Once the application form is sent to the DBS department, it normally takes between 1-2 weeks to process, and the certificate will be sent directly to you.

Attach your resume and portfolio to this job application form.
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☎ 07920 265432

✉ manager@lotushcs.co.uk

🌐 www.lotushcs.co.uk