

Documents to bring to your 1-2-1 meeting

1. Evidence of your Right to Work in the UK

For details of acceptable documents, please click here: [Employers' right to work checklist - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/employers-right-to-work-checklist).

All documents must be the original and not a photocopy.

2. Documents to support your DBS check

For details of acceptable documents, please click here: [ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/id-checking-guidelines-for-standard-enhanced-dbs-check-applications-from-1-july-2021)

All documents must be the original and not a photocopy.

Please note:

- The documents you bring with you must be the same documents you use when you apply for your new DBS check with Via so, please bear that in mind if bringing dated documents like bank statements or utility bills. It'll be best to use documents dated in 2024.
- Once we have your details and have been able to verify your documents, we'll send you a link to complete your DBS check.
- We'll send this link to your personal email address so please don't forget to provide this either on the New TUPE Details Starter Form or on the day of your 1-2-1 to our People Administrator.
- The link will come from our DBS umbrella organisation, DDC, and may end up in your junk/spam folders so please check these folders regularly following your 1-2-1.