

**In order to register as a supply teacher you will need the following documentation:**

- Original confirmation of a recent CRB Disclosure (within the last three months)

If you do not have proof of a CRB Disclosure that was issued in the last three months we can organise application for a new one. This process takes approximately three weeks. (See note below)

- Either current passport or driving licence (photocard type)

**As many of the following as possible:**

- Original birth certificate (and marriage certificate if appropriate)  
 Paper driving licence  
 P45/P60 statement

**And one or two proofs of address, for example:**

- Recent utility bill, credit card statement, bank statement, mortgage statement, insurance statement

**In addition all of the following:**

- Proof of GTC membership  
 Notification of QTS from DCSF  
 Teacher reference number  
 Original certificate of qualification from college/university  
 Proof of completion of induction (if applicable)  
 Confirmation that you have permission to work in the UK (foreign applicants only)  
 Proof of NI number  
 P 45 if available  
 2 passport sized photographs

**CRB Disclosure**

The position you are applying for requires an Enhanced Disclosure.

Any applicant registering with Supply & Demand Recruitment Ltd and not in possession of a current CRB Disclosure (i.e. more than three months old) must pay for this check to be completed.

The cost of an enhanced CRB Disclosure will be reimbursed when you have completed 10 days as a supply teacher within a three month period.

Payment by cash or cheque along with the other documentation necessary for CRB Disclosure should be presented at time of application.