

The following several documents will need to be uploaded dependant on your role

Document	Guidance	Teacher	Support Staff
Safeguarding Certificate (Dated in the last 3 years)	Need a new certificate? Please complete 4myschools Child Protection Training click this link to take the test and get your certificate	✓	✓
PREVENT Certificate (Dated in the last 3 years)	Need a new certificate? please complete the Home Office PREVENT training	✓	✓
Proof of Address - 2 documents required	Click here to review acceptable documents	✓	✓
Enhanced DBS Check for Child Workforce	Only upload if your DBS is subscribed to the update service	✓	✓
Relevant Qualifications / Certificates	<ul style="list-style-type: none"> • QTS Certificate • Teaching Qualification • Induction Certificate • Degree Certificate 	✓	Degree
Photograph for 4myschools Profile and ID Badge	A professional style photograph (head and shoulders) No Selfies	✓	✓

If applicable you may also need to upload the following

Marriage Certificate / Change of Name documentation	Only required if your name has changed since birth	✓	✓
Overseas Police Check or Letter of Good Conduct	All work seekers who have lived and worked in a single overseas country for a period of 6 months or more within the last 5 years must provide an overseas police check or in some cases a letter of good conduct. Click here for further guidance “Individuals who have lived or worked outside the UK”	✓	✓
UK ENIC Certificate	If you are an Overseas Trained Teacher, we will need a copy of your UK ENIC Certificate – if you need a certificate visit www.enic.org.uk	✓	

For more information [4myschools policies and procedures](#)