



# IMPORTANT THINGS TO KNOW

## OVERSEAS STAFF AND NON-UK CITIZENS

### YOUR PRE-EMPLOYMENT CHECKS



Some of our pre-employment checks are specific to non-UK citizens and/or residents. Depending on your situation, this might include an overseas police check or confirmation of term dates for student visa holders. *Please keep in contact with your Talent Coordinator as they can advise on which checks apply to you.*

### UK BANK ACCOUNT



**We can only pay your wages into a UK bank account.**

It is vital that you set up a UK Bank Account now. This must be ready to go ahead of the summer. We do not take responsibility for delayed payments if you do not have a UK bank account in place.

If you don't have a permanent UK address, you might consider setting up an account with a borderless banking company such as Monese or Revolut. We are not able to offer financial advice so be sure to research the best option for you.

### UK NATIONAL INSURANCE NUMBER



**You must have a UK National Insurance Number before we can pay you.**

Please apply for a UK national insurance number ahead of the summer, if you don't already have one. Our payroll team will ask you for your national insurance number in order to set your details up on our pay system. You can find out how to apply by clicking the link [here](#).



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### ORIGINAL ID AND DOCUMENTS



We must see any documents used in your pre-employment checks in person before you start work - this includes documents used for your DBS and for Teachers, any relevant qualifications. You will not be able to start work without us sighting your documents so please make sure these are packed when you are leaving for the UK.

*If you no longer have the original qualification certificates, please notify your Talent Coordinator, today.*

### ARRIVING AT YOUR CENTRE



Most staff will be asked to arrive at their centre by 10am on the first day of their contract. For residential staff travelling a long way, we may be able to offer accommodation for the night before (dependent on centre availability).

Please liaise with your Line Manager to check on availability..

If you anticipate any travel delays or need to arrive a little earlier on your first day, please make sure to keep your centre team updated.

You must leave the accommodation on the last day of your contract