Resident PEC Checklist

You will need to be able to answer 'Yes' to all the below (except COGS) in order to complete the pre-employment check.

Document Required	Available for checking	Notes
Right to Work	Yes / No	UK / Irish Passport Share code *(if sponsored, the code must be for the new visa)* Full UK Birth Certificate *(with evidence of NI number)*
ID Document	Yes / No	UK / Irish Driving Licence Other Passport *(not UK / Irish)* UK Passport *(only if a Birth Certificate is being used as right to work)*
Proof of Address	Yes / No	Bank Statement OR Credit Card Statement OR Utility bill *(dated within 3 months)* Mortgage Statement OR Council tax statement *(dated with 12 months)*
DBS	Yes / No	Complete the form on Trac using the link provided in the offer letter
DBS Risk Assessment Form (Model Declaration)	Yes / No	Complete, sign and return form attached to offer letter
GMC / GDC	Yes / No	Provide a copy of the certificate of registration where possible
Qualifications	Yes / No	Evidence of degree qualifications
Occupational Health	Yes / No	Complete the form on Trac using the link provided in the offer letter
Certificate of Good Standing (COGS) *	Yes / No / N/A	**Only required if you have lived in any other country (except the UK) for 12 months or more (whether continuously or in total) in the last 10 years, while aged 18 or over*
PEC Declaration Form	Yes / No	Sign and return the form sent with the offer letter