*This document must be completed in the Company’s headed paper, signed and stamped by the Director.*

Date month Year

**PRIVATE & CONFIDENTIAL**

FAO- Ashbourne College

To the attention of Hien Nguyen, Head of Administration.

On behalf of ….., I am writing to confirm that we have carried out the relevant checks required by the UK Department of Education for the following employee:

1. Full name:
2. DOB:
3. Nationality:

The following checks have been completed in accordance with the legal requirements:

1. Identity, date of birth and address checks
2. Right to work in the UK check
3. Check of the Children's Barred List completed
4. Enhanced DBS check completed:
	1. DBS number:
	2. Date of DBS check:
	3. Does the DBS certificate disclose any information: No
5. Overseas police checks completed (*delete a or b where relevant)*
	1. Not required as the employee has not had a period of residence of 3 months or more overseas in the last 5 year
	2. If yes, what country and date of overseas check completed
6. Two satisfactory written references received
7. Full employment history together with satisfactory explanations of any gaps in CV
8. Qualification check
9. Verification that the above employee is medically fit for the role
10. The above employee has received the appropriate training required, which also includes Safeguarding, to ensure they are compliant to carry out their duties accordingly.
11. Prohibition from teaching check
12. For positions which involve "teaching work" and for individuals who have carried out teaching work outside the UK, a letter of professional standing from the professional regulating authority of the teaching profession in each country in which the individual has worked as a teacher, is completed
13. Online search on any social platforms is completed.

This is to confirm that on the first day of employment with Ashbourne, the above employee will supply you with their ID, proof of address and the original DBS certificate on arrival.

Should there be any question, please feel free to contact me at …...

Yours Sincerely,

Name

Title