

## Documents required for the Offer Management process

**In order to process your offer, we will need to submit following information, documents and/or certificates. Delays will occur if not supplied in a timely fashion, which may result in you missing your proposed start date or the offer being withdrawn.**

### **REFERENCES - Please ignore if already supplied at Assessment Centre**

As per the company policy we are required to obtain your reference history for the last three years. We would also require you to indicate what you intend to do up to the time you actually join the Company i.e. stay in current job, travel, claim benefit if unemployed.

If you have any period where you were not in either full time education or working, we require you to complete the form giving details of what you were doing during this time, e.g. if unemployed, claiming unemployment benefit or, if traveling, stating dates and locations. It is important that we have three full years of history without any gaps.

There are various types of references which are explained below:

- **Academic Reference:** If you were undergoing any educational program in the past three years, please provide the name and contact details, preferably an email address (personal accounts are not acceptable), of a referee from each educational institution you have attended in the past three years.
- **Employment Reference:** If working for the last three years, please provide the name and contact details, preferably an email address (personal accounts are not acceptable), of a referee from each company you have worked with. (Details of work undertaken while in full time Education are not required.)

### **Proof Of Ability Documents to live and work in the United Kingdom- Please ignore if already supplied at Assessment Centre**

Please provide us with a copy of the picture page of your passport and, if on a Visa, please also copy the current visa page. We will accept this being sent by email, however you will be required to show originals at your induction. If you do not have a passport you will need to send us your original birth certificate. In both cases, where applicable, we also need you to send us a copy of a document which has your name and National Insurance Number, e.g. NI Card / P45 / P60 / Pay slip etc. This can be scanned and emailed to us.

If posting original Birth Certificates, we recommend you send by *Special Delivery* and we will return on the same day we receive it also by *Special Delivery*. The address to sent to is:

Offer Management  
Unit 12 Balmakeith Business Park  
Nairn  
IV12 5QR

**Educational Certificate- Please ignore if already supplied at Assessment Centre**

You also provide proof of your educational qualification for the position applied. These can include GCSE certificate, A-Level certificate and/or Degree certificate as specified in your offer letter. Emailed copies at this time will be sufficient, however we will require to show the originals when you attend your induction

**Medical**

Your appointment to the company is subject to satisfactory medical clearance in relation to the specific job role for which you have applied, once we receive your offer acceptance paperwork you would receive an email with an on-line link to complete our health management questionnaire. It is important that you complete and return this as quickly as possible to ensure you're joining process is seamless and speedy.

**If you have any questions regarding the paperwork required, please contact the respective Offer Processor as mentioned in your offer letter.**

**Thank you for your co-operation. When all of the required documents are received, we will confirm your offer and your start date.**