

# Joining Ark Housing

## What you need to know.....

Candidates are legally required to provide their Right to Work. The additional ID is in support of a PVG/disclosure.

1.



### **Evidence of your Right to Work in the UK**

Passport or Birth Certificate & Proof of National Insurance number.

If you are on a visa, we will need your sharecode.

2.



### **Photo ID**

Passport, Driving Licence, Current European Identity Card or Young Scot Card.

3.



### **Proof of address**

Bank/credit card statement (within three months) OR utility bill (within three months) OR council tax/mortgage statement/tenancy agreement/TV licence (current financial year).

4.



### **Other ID**

Full Birth Certificate or Proof of your National Insurance number (will need both for Right to Work).

Payslip, P45/P60

## **Any Questions?**

Please call the recruitment team on: **0131 447 9027**

OR Email [recruitment@arkha.org.uk](mailto:recruitment@arkha.org.uk)

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## What you need to know.....

In line with safer recruitment, if you are successful, we will require the following:

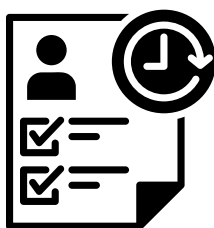
1.



### References

- We require two references, one needs to be from your current/most recent employer and the other from your second most recent.
- Needs to be from a professional email address
- Cannot be from family, friends or colleagues.
- We cannot accept two references from the same employment period.

2.



### Full Employment History

We asked for a full employment history as part of your application. Please provide employer name, your job title, employment dates and reason for leaving.

3.



### PVG/Disclosure

Once we have the signed conditional offer & ID, then you will receive details for your PVG application. Please note that this is essential for starting at Ark.

4.



### Criminal Records Check

If you have lived outside the UK for more than 3 months in the last 5 years, we will require a disclosure from the county/countries for that time.

## Any Questions?

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