

Starting Work

What employers need from you

Checklist

- National Insurance Number
- Bank Account
- Proof of ID
- Exam Certificate (if required)



If you don't have any of the above you may risk losing your job offer

National Insurance Number

If you need this resending call the National Insurance Helpline on 0300 200 3500. It can take a few weeks to arrive so don't delay.

Proof of ID

Photo ID (e.g. passport, provisional or full driving licence) is preferred and often an essential requirement. Here's how to get one, charges will apply.

- Passport - [gov.uk/apply-renew-passport](https://www.gov.uk/apply-renew-passport) £102 online
- Provisional Driving Licence [gov.uk/apply-first-provisional-driving-licence](https://www.gov.uk/apply-first-provisional-driving-licence) £34 online, you can apply from age 15 years and 9 months.
- Birth Certificate [gov.uk/order-copy-birth-death-marriage-certificate](https://www.gov.uk/order-copy-birth-death-marriage-certificate) £12.50 online

Bank Account

You will need a current account so you can be paid. It can be difficult to open an account especially if you do not have the relevant ID.

citizensadvice.org.uk/debt-and-money/banking/getting-a-bank-account/

Exam Certificates

If you have not collected them from school/college you will need to contact them and arrange to collect them in person, you may need proof of ID to do this. If you have lost them you will need to apply to the exam board, check with your school/college if you are not sure which exam board holds your certificates.

Fees may apply
[gov.uk/replacement-exam-certificate](https://www.gov.uk/replacement-exam-certificate)



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www.stoke-ypcareers.org

shaw trust



Stoke-on-Trent
Young Peoples Careers Advice