**In line with COVID – 19 Guidelines and Requirements;**

* **Please attend your registration appointment alone**
* **Please do not attend your appointment early, if you are running late you must let us know or your appointment will be cancelled**
* **Please do not enter the building without a Mask/Face covering – (If you are exempt from wearing a mask, please let us know PRIOR to your appointment)**
* **Please do not cross the green line on the floor until instructed to do so**
* **You will have your temperature checked on arrival**
* **Please use hand sanitiser provided**
* **Please adhere to social distancing where possible**
* **If you are using our laptops, you will be required to wear gloves (please note we will provide these, our gloves are LATAX FREE)**
* **If you feel unwell or anyone in your household are showing symptoms of COVID – 19 please cancel your appointment and we will rearrange for no sooner than 14 days**
* **If you have test positive for COVID – 19 within 14 days of attending your registration, please notify us immediately**

**You will need to bring original copies of the below documents with you to your interview:**

* Passport or Full UK Birth Certificate (for UK passports these should be no more than 5 years out of date, non UK passports must be in date)
* Proof of NI number (ID Card/P45/P60/Payslip/Letter from Department of Social Security)

**Your proof of ID and NI must be in your current surname. Please bring a marriage certificate/divorce certificate as appropriate or alternative documentation that is relevant**

* Bank Account Details
* Any relevant certificates (FLT, CSCS etc.)
* If you are completing your registration in the office, please bring at least 3 years referencing history details and details for a character reference

If you forget to bring any of the above documents this may result in non-registration and you could be asked to book at a time you have relevant documentation to support your right to work in the UK.

Our address is: **Austin House, Newland Street, Witham, Essex CM8 2BA**

If you have any questions prior to your appointment, please do not hesitate to contact us. I look forward to meeting you.

**The Prime Appointments Team**