

WIDENING PARTICIPATION MENTOR ROLES 2018-19

IMPORTANT INFORMATION

DISCLOSURE AND BARRING CHECK (DBS)

Please note, a DBS check is required for all Widening Participation Mentor Roles and you will need to provide **THREE documents** that prove your identity if you do not already have a DBS Certificate from the University or Unitemps within the last two years. All successful applicants will need to have the documents below ready immediately after the selection event.

Documents **must include** at least one of the following to show your identity:

- Passport / Biometric Residence Permit
- Current Driving Licence Photocard (Full or Provisional)
- Birth certificate
- Adoption Certificate

In addition, you will need documents that prove your address details. These can include:

- Letter/Utility Bill containing your current address (within the last 3 months)
- Bank statement stamped by bank (within the last 3 months) -
- Utility Bill
- P45 or P60 (within last 12 months)

Please look on the [DBS website](#) for full details on the combination of documents that are allowed.

If you hold a current DBS check issued through the Widening Participation Team (from either a mentoring role or a Summer School) please contact us to check if this is still valid.

CERTIFICATE OF GOOD CONDUCT

If you have lived or worked abroad for a period of at least 6 months in the last 5 years (e.g. if you are an international student or have studied/worked abroad), then you will be required to provide a certificate of good conduct from the country that you lived in. This is an essential part to the DBS check you are required to obtain in order to work. Details can be found on the [Gov.UK website](#) and we would recommend beginning this process prior the selection event. At this stage, you do not need to obtain a translation of this document, but will be required to if your application is successful.

Please get in touch by emailing outreach@warwick.ac.uk if you have any questions regarding the DBS check or certificate of good conduct.

UNITEMPS - ELIGIBILITY TO WORK AND REFERENCES

If you are successful in securing a place on a mentoring scheme, you will need to conduct an eligibility to work check with Unitemps before you can begin your role (either by attending our drop-in on Friday 16th November at University House or by visiting the Unitemps office). Please click [here](#) to find out more about the documents you will need to provide in order to demonstrate your eligibility to work in the UK.

You will also need to submit at least two referees (name and contact details) when registering with Unitemps which will be contacted prior to beginning your role. If you have not had previous employment history, you could always use a referee from any voluntary work done or a character reference from your tutor.

Please read each job description thoroughly and check your availability, prior to completing the online application form.