

## Preparation for Work

Just a few reminders if you are looking for work. You will need to prepare the following:

- **National Insurance Number-** You need your National Insurance Number for some job applications. You cannot start work without giving this number to an employer and you need to keep this safe (please contact me if you cannot find this and I can tell you how to request another letter)



- **Bank Account-** You will need to have a Bank Account set up in your name for your wage to be paid into (very few employers pay cash in hand and will ask for your bank account details before you start work)



- **Identification Documents-** You need I.D documents to set up a bank account. Also, employers need to see some forms if I.D. before they can offer you work. This is because employers have a legal obligation to check you have the right to work in the U.K. (forms of I.D. include Birth Certificate, Passport, Driving Licence, National Insurance Number Letter, Bank Card and Statements).

