Document Index

Completing this form
It is important that this index is completed correctly and uploaded as part of your online application.

Each piece of your evidence must be detailed here, and the document numbers must be entered in section 6 of your application in the final column headed - Evidence to support your application.

This index will be used by your caseworker and the assessor as part of their assessment of your application. We may return your application if this index is not included with your evidence or not completed correctly.

We suggest that you complete the index as you progress through the application. The number of lines is not an indication of the volume of documents you need to send. It is for you to decide on what you think is applicable to demonstrate your work experience. You may continue on a separate sheet if necessary. The first two examples show what information you should include in each of the boxes.

Doc No	Description	Date	No of Pages
1	*Reference from supervisor at ABC & Co*	*01/01/2019*	*3*
2	*2018/19 appraisal document from ABC & Co*	*31/10/2019*	*8*
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