



STREET WORKS QUALIFICATIONS REGISTER (SWQR)

Photo Requirements for Applications

Please ensure all photographs submitted meet these requirements.
If they do not, the application may be rejected.

File Format

Photographs must be submitted as one of the following file types:

- JPG
- JPEG
- PNG

Our system cannot accept PDF images or those saved in a Word document, so photographs submitted in this format will be rejected.

File Name

- Photographs must be named using the candidate's **forename and surname**, e.g. John Smith.
- SWQR do not accept any responsibility for incorrect photographs being used if they are not saved in this way.

Photograph Quality

Photographs must be:

- Clear and in focus
- In colour
- Un-altered by computer software or filters
- No more than 800KB in size (*if they are too large, it will prevent the application form from reaching us*)
- At least 600 pixels wide by 750 pixels tall
- Correctly oriented - portrait, not landscape



Portrait – **Correct**



Landscape – **Incorrect**



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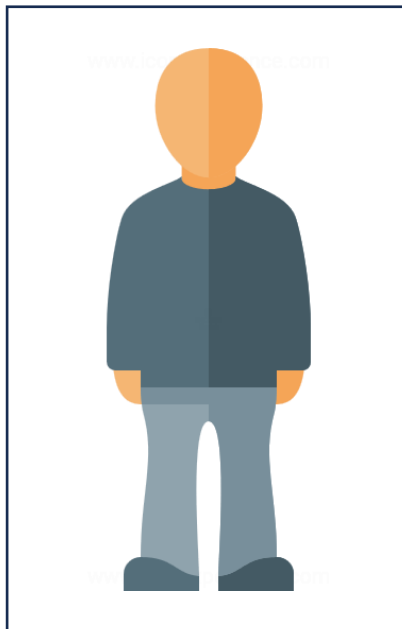
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Photograph Content

Photographs must:

- Only show the candidate
- Be of the actual candidate and not taken from another photograph or document
- Not contain any other objects or people
- Be taken against a **plain, pale coloured background** (*ideally white*)
- Show the candidate in clear contrast to the background
- Be cropped to show the candidate's head and shoulders only (*no full body shots*)



Full Body - **Incorrect**



Too much background and body – **Incorrect**



Cropped too close – **Incorrect**



Cropped to clearly show head and shoulder only - **Correct**



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Candidate Requirements

In the photograph, the candidate must:

- Be facing forward and looking straight into the camera
- Have their eyes open and visible
- Have a neutral expression with their mouth closed
- Not have hair or any other object covering any part of their face
- Not have any shadows across their face or behind them
- Not be wearing a head covering*

***If a candidate is wearing a head covering for religious or medical reasons, please state this clearly on their application form to prevent the photograph from being rejected.**

- Not be wearing glasses. If a candidate must wear glasses, they cannot be tinted and must not cover the eyes or create any reflection, glare or shadow.

Below are examples of **unacceptable** photographs (*adapted from the gov.uk website*):



✗ Textured background



✗ Object in background



✗ Glasses covering eyes



✗ Hair covering eyes



✗ Shadow on face



✗ Shadow behind head



Avoid covering face ✗



Don't look away from camera ✗



✗ Fashion hair accessories



✗ Fashion headwear



No glare on glasses ✗



Don't smile ✗