# 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.
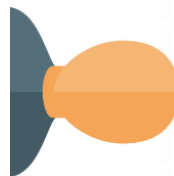- SWQR do not accept any responsibility for incorrect photographs being used if they are not saved in this way.

## 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

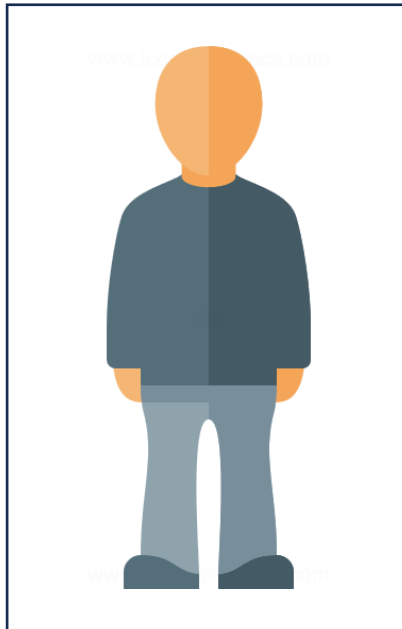Portrait – Correct          Landscape – Incorrect

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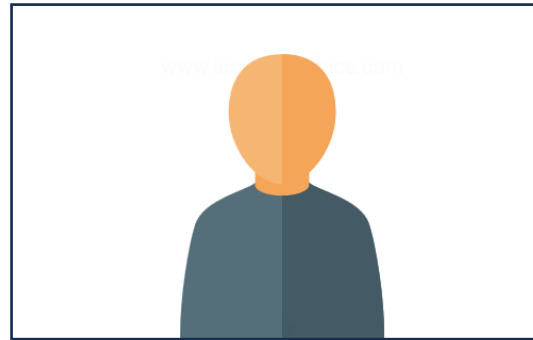If they do not, the application may be rejected.

### 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
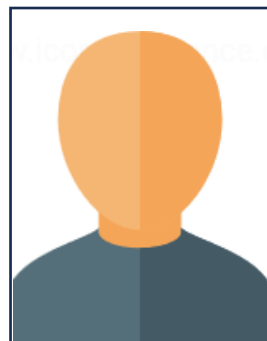- Be cropped to show the candidate's head and shoulders only *(no full body shots)*

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 neural 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 clearing 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 ✖