

Candidate Checklist Form



NURSES, HCA'S & SUPPORT WORKERS

- ☐ A completed application form
- ☐ 2 proofs of address dated within the last 3 months (**Inland Revenue documents, and Mobile phone bills are not accepted**)
- ☐ 2 Passport Photographs
- ☐ A CV documenting your full employment history with all gaps covered
- ☐ Passport / Visa if applicable Right to work or other
- ☐ Passport / European ID Card
- ☐ Driving Licence (Only for Drivers)
- ☐ NMC statement of entry (**If you don't have this document you can request it from the NMC on 020 7333 9333**) Only applies to nurses
- ☐ Qualification (**i.e. diploma or NVQ2 for HCAs**)
- ☐ RGN's medicine administration training certificate
- ☐ DBS Application form and payment £55- (**Unfortunately we do not accept cheques. We accept Cash or Cards only**). If you already have the online DBS update service we do accept. Please provide us with the certificate number and DBS certificate
- ☐ 2 x clinical references from your 2 most recent places of employment over three years.
Or one covering five years.
- ☐ Proof of your National Insurance number, please note this must be in the form of your NI card, P45, P60 or other Department of Work and Pensions document

On Interview Day

- ☐ Contract of Services form
- ☐ Induction checklist signed and dated
- ☐ Bank details
- ☐ Starter Checklist or a P46
- ☐ Interview
- ☐ Self-Assessment form (**Qualified Nurses**)
- ☐ Occupational Health form
- ☐ Literacy Test Form Completed
- ☐ Accountant Information (For Self-Employed Staff)
- ☐ Certificate of incorporation (For Self-Employed Staff)

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The following mandatory skills for health aligned training certificates dated within the last 6 months:-

Lone Worker
Safeguarding Adults Level 1, 2, or 3 Safeguarding Children3
Level 1, 2 or Fire Safety
Health & Safety
Infection Control Level 1
or 2 Conflict Resolution
Information Governance
Manual Handling level
(Practical) Basic Life Support
Complaints Handling
Equality and
Diversity Mental
Capacity Act ILS
Certificate (Nurses)