

## 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)

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 Children Level 1, 2 or 3
- 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)

