

## Candidate Information Checklist

### Personal Details:

- ➔ Copy of Passport (we are required to view the original, or a verified copy for the DBS/CRB)
- ➔ Proof of eligibility to work in UK (if not UK or EU passport holder)
- ➔ Change of Name (if applicable - must be supported e.g. copy of marriage certificate)
- ➔ Driving licence (if required for the job, or used as proof of address)
- ➔ 2 x Professional References (must be from most recent employers and within last two years)
- ➔ Copies of 2 bills/ or other evidence for proof of address in the UK ( not a mobile bill)
- ➔ Completed and signed Registration Form/ Terms and Conditions
- ➔ Up to date CV ( You will need to supply this If you haven't already supplied an up to date cv)
- ➔ 2 x Passport Photos

### Occupational Health:

- ➔ Proof of immunity for Hep B (laboratory report (blood test) of Titre level)
- ➔ Proof of Tuberculosis immunity (written proof that BCG scar been sighted by OH Nurse/Doctor or proof that the TB vaccine has been administered).
- ➔ Proof of immunity to Measles & Rubella (laboratory report (blood test) of positive immunity) or evidence of having had both MMR vaccines.
- ➔ Proof of immunity for Varicella (self Declaration of having had Chicken Pox or Shingles)
- ➔ Manual Handling/ Basic Life Support Certificate
- ➔ Mandatory Training Online

### Professional Memberships:

- ➔ Proof of Professional Body Registration (NMC)
- ➔ Qualifications (copies of all relevant certificates)

### Police Reports:

- ➔ Police report from Country of Origin (must be within 3 months of arriving in UK)
- ➔ CRB ( Please forward DBS application Form and any other DBS/CRB declaration via other agents)