

CANDIDATE INFORMATION CHECKLIST

Personal Details:

- ☐ Copy of Passport (we are required to view the original, or a verified copy for the 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 (Annual)

Professional Memberships:

- ☐ Proof of Professional Body Registration (in UK)
- ☐ Qualifications (copies of all relevant certificates)

Police Reports:

- ☐ Police report from Country of Origin (must be within 3 months of arriving in UK).
- ☐ DBS (formerly CRB), please forward DBS application Form and any other DBS declaration via other agents.