

Employment Process Checklist

1) Application form

Check if the application form has been filled in correctly, with all the details; (online or paper version)

2) The applicant's identity is confirmed

To confirm the candidate's right to work in the UK please ask for a copy of their passport, a valid visa, or a biometric ID / residence card.

3) NMC PIN (Nurses only)

If the applicant is a nurse you need to check the 8-digit NMC PIN. On the NMC website you can check if the candidate has the right to work as a nurse.

4) Two references

Please collect two professional references. You can accept references from either:

- A care home manager/deputy or another equivalent level healthcare employer
- Band 6 (or higher) nurse
- Up to one representative of an agency the candidate previously worked for in a healthcare role
- One of which must be from the applicant's present or most recent employer

5) Enhanced DBS/PVG certificate

DBS (England): Ask for a picture of the enhanced DBS certificate. If it is more than one year old, ask for the DBS Update Service ID. If the certificate is over a year old and the candidate is not registered with the update service, read about how they can get registered and get a new certificate [here](#).

PVG (Scotland): We require a picture of your PVG certificate.

6) Up-to-date Training Certificates

- Manual Handling
- Health & Safety
- Infection Control
- Medication Administration (nurses only)
- Safeguarding of Vulnerable Adults
- Life Support
- First Aid
- Equality & Diversity
- Fire Safety
- Information Governance
- Food Hygiene (carers only)
- Infection Control

7) At least 6 months of work experience

Ask for at least 6 months of experience. A candidate without experience is not suitable to work through a recruitment agency unless you can offer full training and shadow shifts.

8) Right to work in the UK

EU workers: <https://www.gov.uk/view-right-to-work> - the applicant must share a code with the employer together with their date of birth. This way the employer can check the work permit details. Follow the link for more details.

For non-EU workers (Africa, Asia etc.) – the applicant must present a BRP (Biometric Resident Permit) – this document states the allowed weekly hours.
British Citizens – National Insurance number, Passport or Driving License, proof of address (bill).