

Agency Worker Name

REGISTRATION DOCUMENTS

Registration Form completed and signed 48 Hrs Opt Out Agreement signed
Terms Of Engagement, signed GDPR Consent, signed
Handbook Declaration Form, signed Health Assessment Form completed and signed
ID Badge issued Interview completed and signed

IDENTITY CHECK AND RIGHT TO WORK

*Original Passport together with appropriate visa/biometric card Passport expiry date
Type of Visa Visa expiry date **One passport size photo**
*Two proofs of address not older than 3 months *Proof of NI (NI card or payslip)

EMPLOYMENT HISTORY & REFERENCES

CV detailing continuous employment history and all gaps explained in months/years
Three referee details, two of which must be the most current and they must support the speciality you wish to work at.
REF.1 Dates: REF.2 Dates: REF.3 Dates:

QUALIFICATIONS & PROFESSIONAL REGISTRATION

*Original GMC/GDC certificate *Original IELTS certificate *Medical Diploma
Latest GMC/GDC Check Copy of Professional Indemnity certificate

REVALIDATION & APPRAISALS

Most recent appraisal Date of the appraisal Appraiser GMC Number
Revalidation Body Responsible Officer

OCCUPATIONAL HEALTH REQUIREMENTS

Varicella TB immunity Rubella Measles Hep B results titre level>100mIU/mL
FTWC Type **EPPH**Hepatitis B Surface Antigen Hepatitis C HIV FTWC issue date

DISCLOSURE AND BARRING SERVICE

Original DBS certificate if subscribed with the Update Service DBS certificate number
Update Service Check date: DBS certificate issue date
If new to the UK, Police check from your country of origin issued within the last three months

TRAINING

*ALS/ATLS/APLS	Issue Date:	*Manual Handling	Issue Date:
COSHH	Issue Date:	Health & Safety	Issue Date:
Epilepsy	Issue Date:	SOVA/SOCA level 2	Issue Date:
Fire	Issue Date:	SOVA/SOCA level3	Issue Date:
Food Hygiene	Issue Date:	Mental Health Act 2007	Issue Date:
Complaint Handling	Issue Date:	Violence & Aggression	Issue Date:
Lone Worker	Issue Date:	First aid at the Workplace	Issue Date:
Infection Control	Issue Date:	Equality/Diversity & Inclusion	Issue Date:
RIDDOR	Issue Date:	Bribery & Corruption in the NHS	Issue Date:
Preventing Radicalisation	Issue Date:	Information Governance	Issue Date:

Please note that the documents (marked with*) must be verified as original seen. Sign off Date
Manager's Name: Sign Off Signature: