



Imperial Nursing & Employment Agency Ltd

Nurse and Care Worker Pre-interview Checklist

Face to face interviews are a legal requirement.

In order to ensure that we can register and clear you as quick as possible please use the following checklist to ensure that you have all documents required.

- $\frac{3}{4}$ Please bring to interview the necessary identification documents required for us to be able to verify and countersign your CRB disclosure documents.
- $\frac{3}{4}$ Imperial application form fully completed.
- $\frac{3}{4}$ Referee information. Please complete the referee information together with your referees email addresses. We require referees that can substantiate your recent expertise and work history.
- $\frac{3}{4}$ Evidence of the right to work in the UK.
- $\frac{3}{4}$ Original certificates of training, post registration courses etc.
- $\frac{3}{4}$ NMC Original Statement of Entry & Pin Card
- $\frac{3}{4}$ Proof of Address & two passport sized photograph.
- $\frac{3}{4}$ Comprehensive up to date CV
- $\frac{3}{4}$ Occupational health questionnaire fully completed together with supporting documentation;

Hepatitis B results Titre levels >100 lu/l

TB-OH/GP Certificate of positive scar or record of positive skin result

Measles, Mumps, Rubella – Evidence of two doses of MMR or individual immunity.

All Occupational health results must be signed and stamped and be Uk test results.

Annual Training Certificates and Specialist training evidence.

- $\frac{3}{4}$ All specific or specialist training certificates or training records that may be in your possession which demonstrate competency.
- $\frac{3}{4}$ Certificates of evidence of Post Registration training.
- $\frac{3}{4}$ Basic Life Support or Advanced Life Support training
- $\frac{3}{4}$ Manual Handling
- $\frac{3}{4}$ Health and Safety COSHH RIDDOR
- $\frac{3}{4}$ Infection Prevention & Control, including MRSA & Clostridium Difficile

Original Documents

We are required to verify all original documents as outlined above.

We will scan any original documents that you bring.

As soon as you have all the documentation together, please call *0845 459 6415* and speak to one of our experienced Consultants for an interview date.

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