

### Candidate Registration Checklist

Listed below are the documents and information required in order to deem you fully compliant and permitted to work in the UK under current rules and regulations. These requirements are stipulated by the UK Government and other relevant bodies.

You must be fully compliant before we are able to source work for you.

More info: [www.jenniereeves.co.uk/page/requirements-to-work](http://www.jenniereeves.co.uk/page/requirements-to-work)

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|--------------------------|--|
| <input type="checkbox"/> | <b>Online Application Form:</b> Complete the application form at <a href="http://www.jenniereeves.co.uk">www.jenniereeves.co.uk</a>  |
| <input type="checkbox"/> | <b>Current CV:</b> An electronic copy is required of your full employment history, with no gaps. Upload with the online application form or send by email.   |
| <input type="checkbox"/> | <b>Senior Clinical Referees for your last three years of employment:</b> Name, title, hospital and email address for the referees is required. Can be included with the online application form.   |
| <input type="checkbox"/> | <b>Proof of Professional State Registration:</b> Provide the registration certificate, usually HCPC. Nuclear Medicine Technicians cannot register with HCPC. Sonographers should obtain HCPC registration if possible. If qualified as a radiographer or another recognised profession you can register under that profession.   |
| <input type="checkbox"/> | <b>Proof of Identification &amp; Address:</b> One photographic identity document, and two documents confirming your address. The same documents may also be used for DBS supporting ID documents if required. List of valid documents: <a href="http://www.jenniereeves.co.uk/downloads">www.jenniereeves.co.uk/downloads</a>  |
| <input type="checkbox"/> | <b>DBS (Disclosure and Barring Service):</b> If you have joined the Update Service, provide the certificate. If you have not joined the Update Service complete and return the purple DBS Form (which will be sent to you in the post), or complete Online (link will be sent to you) and provide us with three supporting ID documents (List of valid documents: <a href="http://www.jenniereeves.co.uk/downloads">www.jenniereeves.co.uk/downloads</a> ). You are encouraged to join the Update Service for an annual fee of £13 (payable to DBS), otherwise it will cost you either £44 or £53.20 each year to process a new certificate depending on whether your application is completed via paper form or online. |
| <input type="checkbox"/> | <b>Standard Police Check:</b> If you have lived outside of the UK for a consecutive period of 6 months, we shall need a police check for every country you visited/resided in. If you have a Tier 2 Visa we need a Police check within the last 10 years of any country you visited/resided for a consecutive period of 12 months. The Certificate must be less than three months old at the point of entering the UK.   |
| <input type="checkbox"/> | <b>Qualification Certificate:</b> Usually your degree certificate. If applicable provide additional training certificates such as Mammography, Nuchal, Cannulation or FMF.   |
| <input type="checkbox"/> | <b>Training: Practical Manual Handling (MH), Basic Life Support (BLS) and Fire</b> Evidence of practical training less than a year old for MH & BLS, less than two years old for Fire. JRRA can arrange this on your behalf through Osmosis. MH and BLS £42 on a weekday or £47 on a Saturday, Fire is £20 (payable to JRRA) or alternatively BLS, MH and Fire through the Health & Safety group for £49 (payable to JRRA and includes online modules) Once payment has been made and attendance confirmed your certificate will be sent to you.   |
| <input type="checkbox"/> | <b>Training: COSHH, Countering Fraud Bribery and Corruption in the NHS, Dementia Awareness, Epilepsy, Equality, Diversity and Inclusion, Fire Safety, First Aid in the Workplace, Handling Violence &amp; Aggression and Complaint Handling, Health &amp; Safety, Infection Control, Information Governance, Lone Worker, Mental Capacity Act 2005, Mental Health Act, Preventing Radicalisation, RIDDOR, SOVA and SOCA Level 2, SOVA and SOCA Level 3:</b> E-learning evidence of training less than a year old. JRRA can arrange this training on your behalf FREE of charge.  |
| <input type="checkbox"/> | <b>Health Questionnaire:</b> Complete the Healthier Business Health Questionnaire. This is required to obtain a Fit to Work Certificate.   |
| <input type="checkbox"/> | <b>Evidence of immunity for Varicella:</b> Can be self-verified on the Health Questionnaire.<br><b>Evidence of immunity for Measles, Rubella, Hep B &amp; TB:</b> Required on letter headed paper or stamped, signed and dated by the person/GP/laboratory issuing the reports. Screen shots supplied by GP Surgeries are not acceptable. JRRA can recommend companies that provide serology reports. Once your proof of immunity and Health Questionnaire has been approved, your Fit to Work certificate will be issued. The certificate costs £15 (payable to JRRA). The certificate will be sent to you upon receipt of payment and thereafter your annual updates will be FREE.                                     |
| <input type="checkbox"/> | <b>Passport:</b> We will run Authorisation checks and take copies as required, at your Interview, for auditing purposes  |
| <input type="checkbox"/> | <b>Visa:</b> (if applicable) We will run Authorisation checks and take copies as required, at your Interview, for auditing purposes  |
| <input type="checkbox"/> | <b>Photograph:</b> Current Passport sized photograph for your ID Badge, provide at your Interview or send by post or by email  |
| <input type="checkbox"/> | <b>Staff Handbook:</b> Print, sign and return page 1.  |
| <input type="checkbox"/> | <b>Radiation Policy:</b> Print, sign and return page 1. Not applicable for Sonographers.   |
| <input type="checkbox"/> | <b>PAYE Terms and Conditions:</b> Print, sign and return pages the first and last page.  |
| <input type="checkbox"/> | <b>JRRA Background Checks Declaration Form:</b> Print, sign and return.  |
| <input type="checkbox"/> | <b>JRRA Declaration Form:</b> Print, sign and return.  |
| <input type="checkbox"/> | <b>Payment Details Form:</b> Print, sign and return.   |
| <input type="checkbox"/> | <b>Interview Form &amp; Induction Checklist:</b> These documents will be issued to you separately at your Interview.   |
| <input type="checkbox"/> | <b>Annual Appraisal form:</b> These documents will be issued to you separately at your Interview.  |

All Payments are charged by third parties not by JRRA.