



**Candidate Name:**

**Job Role:**

Thank you for enquiring to join our agency. Please complete the enclosed forms and send them to the above address. As soon as we receive the forms we will arrange for an interview. We require copies of the following documents for registration:

1. **Current Valid Passport &/or Birth certificate – Issued at time of birth**
1. **Biometric Residence Permit or Right to work in the UK Documents**
1. **Current driving licence – Photo card (Full or Provisional)**
1. **Marriage certificate (if name changed)**
1. **Proof of NI Number**
1. **Proof of Address (2 x utility bills/ bank statements issued in the last 3 months or Council Tax bill issued in the last 12months)**
1. **Immunisation records & Covid vaccinations records**
1. **Valid Enhanced DBS. If you do not have the DBS please let us know**
1. **2 x passport photo for ID badge & for your folder**
1. **Proof of Pin number/licence if you are a qualified professional**
1. **2 x Reference details**
1. **Contact details of Next of Kin**
1. **Mandatory Training certificates or Care Certificate. Including all practical training certificates e.g. Basic Life Support, Medication. Moving & Handling**

For Enhanced DBS Application we will need the address of where you lived in the past five years. If you have any queries, please do not hesitate to contact the office. We look forward to speaking with you soon and you joining.