

1 Court Farm Close, Moulton, Northampton, NN3 7DT

**Tel:** 07563 219 798| **Email:** info@harcourthealthhub.co.uk | **Website:** www.harcourthealthhub.co.uk

|  |  |  |
| --- | --- | --- |
|

|  |
| --- |
| REGISTRATION CHECKLIST |
| To complete your registration you will be required to provide the following documentation |

 |
| [ ]  **Completed Registration Form** – signed in all requested areas[ ]  **Completed Health Questionnaire** – signed[ ]  **CV** – E-mailed in word format[ ]  **Your Right to work in the UK** - as well as your passport, we need a copy of the photo page and the outside of the passport.[ ]  **Birth Certificate and Driving Licence**[ ]  **HPC or NMC Entry Certificate** and up to date renewal card[ ]  **Copy of your most recent DBS** – less than 1 year old[ ]  **Training Qualifications** – Diploma/Degree/NVQ – Any other training Certificates[ ]  **Mandatory Training Certificates** > 1 Year* Manual Handling
* Basic Life Support, Paediatrics need Paeds Life support and Midwives New Born Life Support Data Protection, Complaints Handling, COSHH, Fire, Infection Control, Loneworker, Riddor, Violence and Aggression, Health & Safety, Safe Guarding Children & Young People Level 2 minimum (if you need to update these please let us know and we will arrange this for you)
* Mental Health Nurses will need Restraint Training

[ ]  **Immunisations*** Hep B
* Varicella
* Evidence of BCG – OR completed TB form, or confirmation on Letter Head paper, including your details and the GMC NMC number of the practitioner confirming the scar
* Measles
* Rubella

[ ]  **EPP Candidates** (IVS = identification was shown at time of blood test)* Hep B Surface Antigen (IVS)
* Hep C (IVS)
* HIV (IVS)

[ ]  **2x Passport Size Photos**[ ]  **Proof of National Insurance Number**[ ]  **2x Reference forms.** Please ask 2 senior members of staff to complete the reference forms and return them to us.This is to speed up your application. If we apply for them ourselves we often struggle to get them returned and it delays the process. We are happy to apply for them if it is not possible for you to get them. Please ensure they include verification. We will contact the referee to verify once they have been received. All references will be verified by a member of the compliance team, via phone or e-mail.[ ]  **To be paid through a Limited Company** - please ensure you send* Certificate of Incorporation
* Evidence of limited bank details and company name ie bank statement or blank cheque
* VAT Certificate
* Signed Self Billing Form (enclosed)
 |