

APPLICANT INTERVIEW CHECKLIST

When attending an interview please ensure you bring along the following original documents which are applicable.

Valid Passport with Visa (if applicable) or	
UK Full Birth Certificate	
National Insurance (NI) Number / Document showing NI Number	
Photographs – with candidates' permission	
2- Proof of address (mobile phone/ internet statements are not acceptable) – letter within the last 3 months are preferable	
All Educational Certificates	
All Currently Valid Training Certificates	
Statement of Entry (Qualified Nurse ONLY) and PIN Card (if applicable)	
P45, P60 or HMRC Letter with Tax Code	
DBS Check Required Information- Address History for last 5 years	
Electronic CV (Microsoft Word Format)	
Indemnity Insurance Certificate	
Professional Association / Body Letter or Certificate	
Unique Tax Reference (UTR) Number (Self Employed/ Limited Company)	
Certificate of Incorporation (Limited Company Only)	
VAT Certificate (Limited Company Only)	
Bank/ Building Society Details	