

(AH) UK CARE HOMES CHECKLIST FOR NON-TRAINED STAFF – HCA/SW

Version 01/21

NAME:	QUALIFICATION:
DATE:	TEAM:
INTERVIEWED BY:	RECRUITER:

ID

- ☐ Passport (current and verified) – Photo page and Passport cover needed
- ☐ Visa (current and verified) – If Required including all previous right to work visas
- ☐ Letter from Home Office/student letter (verified) – If Required
- ☐ National Insurance Number (verified)

TRAINING

- ☐ Mandatory Training Certificate – Moving & Handling/Basic Life Support (Practical) if not via HB(eLearning) and the following modules also required: Fire Safety, Food Hygiene, Infection Prevention and Control, SOVA and SOCA Level 3

APPLICATION

- ☐ DBS Certificate - Child and Adult Workforce (Enhanced) or Update service check with the full copy of the external certificate obtained
- ☐ Application Form – Via Portal which includes NWRP/Opt Out/Handbook Declaration/5 year address history/Lifetime work shift history
- ☐ Professional References from a senior position -Must cover the last 2 years of employment ***Can be obtained after clearance***
- ☐ Interview – Internal branch version
- ☐ Limited Company documents where applicable – Certificate of Incorporation and Proof of bank details
- ☐ Resource Form from Clinical Team
- ☐ GDPR Consent Form
- ☐ Covid-19 Risk Assessment Certificate – With clinical acknowledgement

APPLICATION

I agree that this candidate is compliant and ready to put on Adapt:

Compliance Officer:

Signature:

Date: