

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

Version 11/20

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 (HireVue) ☐ 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: _____