

NMNC – **NON MEDICAL ROLES**
Version 01/2026

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

ID
☐ Right to Work - (Passport stamped or Online RTW check in company name) *Trust ID for British* ☐ Proof of National Insurance ☐ POA 1 and POA 2 - Bank statement, DVLA, Utility Bill, Council Tax, HMRC Letter *Can be in house*
TRAINING
☐ Mandatory Training Certificate – *Optional as per client email* ☐ Pin check (GOC and GDC) - *if applicable*
FITNESS TO WORK – HEALTHIER BUSINESS
☐ Fitness to Work Certificate - NON EPP or Non-Clinical/Non-Patient ☐ DBS Certificate Internal Child and Adult Workforce (Enhanced) or DBS Certificate External Child and Adult Workforce (Enhanced) with Update Service Check dated within 14 days of pack clearance
APPLICATION
☐ Application Form – 5-yr address history/PAYE bank details/reference details/Consent form questions ☐ CV - Covering last 10 years ☐ Professional References from a Senior position (Verified) – Minimum of two required to cover 3 years of employment - *details on app form is fine*

APPLICATION
I agree that this candidate is compliant and ready to put on Adapt:
Compliance Officer:
Signature: Date: