

UK OFF FRAMEWORK PAPER CONSENT CHECKLIST

Version 08/24

***** FOR FURTHER GUIDANCE REFER TO CENTRAL COMPLIANCE TEAM *****

NAME:	QUALIFICATION:
DATE:	TEAM:

RESOURCE FORM/APPLICATION/RTW/PROOF OF NI/DBS/ POA

- Resource Form from Clinical Team - must be within the last 4 weeks
- Application Form – Including Referee Details
- Right to Work - stamped & TRUST ID Check included ***BRP need additional RTW Check in company name***
- Proof of National Insurance **(no payslips)**
- 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
- POA 1 and POA 2 - Bank statement, DVLA, Utility Bill, Council Tax, HMRC Letter

PROFESSIONAL DEVELOPMENT ***Not applicable for HCA/SW workers***

- NMC/HCPC Pin Check – Dated within 14 days of pack clearance
- Statement of Entry
- Degree/Diploma Certificate or Degree
- Indemnity insurance ***all ODPS***
- Indemnity Insurance ***Nurses Only if working in a private client***

CONSENT/CV

- CV
- GDPR Consent Form – Wet signature required