

LOPEN CARE AGENCY IRELAND

Candidate Checklist

Nurses, Healthcare Assistants and Support Workers

Please ensure all of the following are in order before your interview. Incomplete applications cannot be progressed.

1. PROOF OF IDENTITY AND RIGHT TO WORK

- Valid British or Irish passport
- Visa, Biometric Residence Permit, or right to work documentation *if applicable*
- 2 x proof of address dated within the last 3 months *utility bill or bank statement only. Mobile phone bills and HMRC documents not accepted*
- 2 x passport photographs
- Proof of National Insurance number *NI card, P45, P60 or DWP document*
- Driving licence *drivers only*

2. EMPLOYMENT HISTORY

- Full CV covering your complete employment history with all gaps explained
- 2 x clinical references from your 2 most recent employers covering at least 3 years *or 1 reference covering a minimum of 5 years*

3. QUALIFICATIONS AND PROFESSIONAL REGISTRATION

- Relevant qualification certificate *e.g. Diploma or NVQ Level 2 for HCAs*
- NMC statement of entry *qualified nurses only. Contact NMC on 020 7333 9333 if unavailable*
- RGN medicine administration training certificate *RGNs only*
- HCPC registration evidence *allied health professionals only*

4. DBS CHECK

- Enhanced DBS certificate
- If registered with the DBS Update Service, bring your certificate number and certificate
- If you do not have a current DBS, a new application will be completed at interview *fee of £55 applies. Cash or card only*

5. MANDATORY TRAINING CERTIFICATES

All certificates must be dated within the last 12 months and issued by an accredited training provider.

- Moving and Handling (Practical)

- Safeguarding Adults *Level 1, 2, or 3*
- Safeguarding Children *Level 1, 2, or 3*
- Fire Safety
- Health and Safety
- Infection Prevention and Control *Level 1 or 2*
- Basic Life Support
- Lone Worker
- Conflict Resolution
- Information Governance
- Equality and Diversity
- Mental Capacity Act
- ILS Certificate *qualified nurses only*

6. ON INTERVIEW DAY

- Bank details for payroll setup
- Starter Checklist or P46
- Occupational health form
- Accountant information and certificate of incorporation *self-employed staff only*