



Information You'll Need Before Joining Us

April, 2019

How to apply

Are you interested in joining our team at Care101? If you are, you'd be most welcome. You can apply to work with us in one of the following ways.

- **On-line.**

The quickest way to apply is to complete our on-line application on-line. This allows you to enter all your relevant details as well as upload requested information without the need for paperwork or postage. You do not need to complete the entire form at one time, you can save each step and return to it at a later date as needed.

Visit <https://secure.care101.co.uk/ApplyOnline1.aspx> to apply online.

- **Download the application form.**

If you prefer to complete a paper-based application you can of course do this too. Simply download our PDF application form from our web site & print it out.

Visit <http://www.care101.co.uk/Opportunities.aspx> to download the application form.

- **Posted application form.**

Alternatively we can post a copy of our application form to you. Simply call us on 01372 231007, text your details to 07495 067343 or email admin@Care101.co.uk and we'll put one in the post.

What information will you need to include?

As you probably know already, jobs in healthcare require a certain level of verification. Any provider is required to complete this before you can work with them.

Whichever application method you choose, details of these will be requested and proof can be forwarded either online, by email or in the post. Alternatively, you can bring copies with you to your interview.

Where original documents are required to be checked, these too can be shown during your interview.

The following details will need to be forwarded or verified as part of the application process.

Document	More information
Application form	An application form, in whichever format is required. This asks and allows you to confirm the details needed for employment.
DBS	<p>An enhanced DBS check for adult & child workforce is required.</p> <ul style="list-style-type: none"> • DBS Update Service. <p>If you subscribe with the above through the DBS Update service, we can verify this at no cost – simply include the DBS certificate number (<i>not the subscription number itself</i>) you subscribed with as part of your application.</p> <ul style="list-style-type: none"> • New DBS certificate. <p>If you don't subscribe, we will need to request a new DBS certificate for you in order to check its status. The cost for this is currently £50.</p>
Proof of ID	<p>We will need to verify your ID.</p> <ul style="list-style-type: none"> • Photo ID. <p>Preferably your passport or an EU ID card, but a driving licence can also be used.</p> <ul style="list-style-type: none"> • Current address. <p>A recent bank/card statement, utility bill, council tax bill etc.</p> <p><i>If we need to apply for a new DBS certificate, 1 further proof of ID will also be needed. Details of possible documents are given on the application form.</i></p>

Document	More information
Right to Work	<p>We will need to verify your right to work in the UK.</p> <ul style="list-style-type: none"> • UK or EU citizen. <p>If you are a UK or EU citizen, we simply need to see your original passport.</p> <ul style="list-style-type: none"> • Outside the UK/EU. <p>If your nationality is from outside the UK & EU, you will need a permit to work. In this case we will need to see your original passport and original permit documents (e.g. biometric permit, work permit or appropriate visa). This will also stipulate any limitations on hours you are permitted to work etc.</p> <p><i>Please note that any non-biometric permit must be endorsed in a current passport. Home Office rules do not recognise a permit or visa within an expired passport, for the purposes of this check.</i></p>
Recent photo	A recent photo will be needed for your ID badge. This can be a passport style photo, or a suitable picture taken on your mobile phone.
Registration (nurses only)	Nurses are required to be registered with the NMC. We can verify this online using the pin number given on the application form.
Qualifications	Where appropriate, proof of any qualifications (NMC Pin no. for example).
Recent reemployment history	Details of any current employment & previous employment over the past 5 years, including college/study and career breaks.
Mandatory training	<p>Proof of recent mandatory training (within the last year) is required. This can be in the form of course certificates.</p> <p>For any missing modules, or where you don't have recent proof, practical and/or online refresher training can be arranged for you. <i>Courses are part subsidised if arranged through Care101.</i></p>

Document	More information
References	<p>Two references are required.</p> <ul style="list-style-type: none"> • Professional reference. <p>A professional referee is someone who has worked with you before. They do not need to be your current manager but should be someone who can comment on your ability as a nurse or HCA.</p> <ul style="list-style-type: none"> • Character reference. <p>A character referee is someone who knows you – in or out of work. They can be anyone except the person nominated above or a family member.</p>

Interview

For certain documents we will need to see the original (passport, permits etc.) These can be shown at your interview, which lasts about 30 minutes. Please don't worry, it's not a test. We simply want to meet with you, see how we think you'd adapt to agency life and give you the opportunity to ask any questions you like.

Getting further help

If you have any questions or require any help with your application, simply contact us & we'll do our best to advise you. You can...

- Call the office on 01372 231007.
- E-mail admin@Care101.co.uk.
- Text or WhatsApp your question to 07495 067343.

Alternatively, if you have any questions, please don't hesitate to contact us.