

| Hello

First and foremost, I would like to take this opportunity to welcome and thank you for choosing to join Zenj HSC (Health and Social Care) Recruitment.

Find attached the application pack to proceed your application process with us. To ensure Zenj HSC Recruitment maintain standards as checked by CQC (Care Quality Commission) and CCS (Crown Commercial Services) and to provide you with a prompt service while going through the recruitment process, please bring as much of the following documentation with you at your interview or before or alternatively post them to my address which is written below:

- Fully Completed Application pack attached (please ensure that all references are a higher grade than yourself where possible and include your most recent placement of work). We require 2 x clinical references that cover the last 2 years of your work history (template attached if you can take in to referees)
- Professional qualifications certificates (i.e.: Nursing Diploma; ENB 100, etc)
- Statement of Entry - you can retrieve this from NMC online
- Current CV
- Proof of eligibility to work in the UK (i.e.: passport, full Birth Certificate with photo ID, Residence Permit card, or visa in a **current** passport, etc)
- Proof of name change i.e. Marriage Certificate (if applicable)
- 2 x proof of address (must be dated within the last 3 months)
- National Insurance proof (P45/P60, NI number card or official documentation from the Inland Revenue – Payslip is not acceptable)
- DBS Certificate. **Note:** If you are registered on the Update Service, you do not need to apply for another DBS (CRB). Please provide the full certificate for our records. If you do not have a DBS on the Update Service, please see link attached for completing a new application online
- Bank details on the payroll form attached
- Evidence of professional indemnity Insurance and Certificate of Incorporation (Only applicable for Limited companies)
- 1 x passport photo – digital or original
- All previous mandatory training certificates (in the last 12 months)
- An-up-to-date record of all immunisation history
- For LIMITED Companies: We need (1) Certificate of Incorporation; (2) Proof of Business Bank Account; (3) Proof of Indemnity Insurance and you will need to sign the Limited Company Contract and Onshore Declaration attached
- For PAYE: You will be given the PAYE contract to sign once training has been fully completed
- Please see our worker handbook attached for you to read and sign when you have read through

Please endeavour to bring as much of the completed application pack as possible. Priority documents to attend with are your Passport and Driving Licence (if applicable) with a completed application form. Send these via email at hr.compliance@zenjhsc.co.uk please. We insist that they are scanned into .pdf format.

If you have any further queries, please do not hesitate to contact us on 0330 122 5194.