

Registration Checklist

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There are a number of documents that you are required to provide in order to complete your registration with Holt Doctors. Using this checklist, please tick off each item to ensure you have provided all the relevant information.

All items listed should be returned to Holt Doctors (original documentation must be provided in-person or posted):

Email: compliance@holtDoctors.co.uk

In-person: Brought with you to your face-to-face interview

By Post: Compliance Team, Holt Doctors, 4th floor, 1 Belle Vue Square, Broughton Road, Skipton, North Yorkshire, BD23 1FJ.

If sending the documents in the post, it is recommended that you send these by Special Delivery. We will return these items to you the same day as we receive them by Special Delivery.

REGISTRATION DOCUMENTATION:

- Completed Registration Form.
- Signed Terms and Conditions.
- Completed form indicating you have received, read and understood the Holt Doctors Handbook.

EMPLOYMENT HISTORY & REFERENCES:

- CV detailing continuous employment history (if any and as appropriate) with any breaks in employment fully accounted for.
- Three referees, two of which must be current and support the grade and specialty you wish to work at.

VERIFICATION OF IDENTITY & RIGHT TO WORK:

- EITHER** two forms of photographic identification & one document confirming your address **OR** one form of photographic identification and two documents confirming your address.
- Original passport together with appropriate visa/biometric card including front cover.
- One current passport size photo.
- Where you would be required to drive to fulfil a job; your original United Kingdom (UK) photo card driving licence **OR** other full driving licence that legally allows you to drive in the UK.

OVERSEAS WORKERS

- Original IELTS (International English Language Testing System) exam certificate.
(unless you are an EEA national, married to an EEA national or a Swiss national or are exempt from the GMC's or GDC's English language requirements for registration).

CRIMINAL RECORD & BARRING CHECKS:

- EITHER** Completed information form for Enhanced DBS (formerly CRB) Check and Barred List Check (adult and child) with Documentation **OR** original DBS certificate if subscribed to the DBS Update Service.
- If you are new to the UK or have not been in the UK in the past 6 months, a Police Check from your country of origin dated within 3 months of your date of employment with us.

PROFESSIONAL REGISTRATION & QUALIFICATIONS:

- Original GMC or GDC certificate of registration and current annual certificate of registration.
- Original certificates of all basic and higher educational qualifications.
- Original certificates of valid memberships of professional bodies, eg, Royal Colleges.
- Where relevant, Letter of Entry onto the Specialist Register.
- Basic or Advanced Life Support specific to specialty/role (Adult/Paediatric)

OCCUPATIONAL HEALTH:

- Completed Occupational Health Medical Questionnaire together with all supportive documentation (see the Questionnaire for details).
- Varicella.
- Tuberculosis.
- Rubella and Measles (Certificate of TWO MMR vaccinations or proof of a positive antibody for Rubella and Measles).
- Hepatitis B.

EPP CANDIDATES ONLY:

- Hepatitis B Surface Antigen Test.
- Hepatitis C Surface Antibody Test.
- HIV Surface Antibody Test.

MANDATORY TRAINING:

- Please refer to Registration Form, providing all practical and online training certificates as required.

REVALIDATION & APPRAISAL:

- Copy of your most recent appraisal.
- Details of your Designated Body and Responsible Officer – asked for on Registration Form please ensure this information is completed.

OTHER DOCUMENTATION:

- If completed, the Equal Opportunities Monitoring Form.
- Where held, a copy of your personal Professional Indemnity Insurance certificate.

If you have any questions relating to the documentation required, please contact your recruitment consultant on 0845 508 1491 or email info@holtDoctors.co.uk