



Dear Health Care Professional

Thank you for your interest in Simmans Medical. In order to register with us, you will have to contact the office to arrange an interview at the office: 109 Church, Croydon, CR0 1RN, Victoria or in Gatwick at a convenient time. Further to complete your registration successfully, you will need to bring the following documents when you attend.

1. Passport
2. Two passport size photographs
3. NMC Pin card (Registered Nurses and Midwives only)
4. Statement of entry to NMC Register (Registered Nurses and Midwives only)
5. Details of Supervisor (midwives only)
6. Details of immigration status
7. 2x Proofs of residence (utility bill and bank statement) must be no more than 3 months old
8. P45 if applicable
9. Details of bank/building society account
10. National Insurance Card
11. Certificate of qualification and professional training
12. Details of previous employment
13. Evidence of immunisations (proof of immunity to Hepatitis B, Hepatitis C, Rubella, Varicella (lab results only) and Tuberculosis)
14. Name, Address, Tel and Fax number of two professional referees (stating their professional title) in connection with your last or current employment. (NB:-Must be work addresses)
15. Training certificates (Manual Handling, Basic Life Support, Health and Safety, Food Hygiene, and Infection Control etc)
16. Training in Resuscitation of the New Born & Interpretation of Cardiotocograph Tracing (Midwives Only)
17. **£54.00** for a a CRB Enhanced Level Check with POVA (Criminal Records Bureau) to be done by Simmans Medical – Online application service
 - a. Additional option for immediate availability for agency work - POVA First Check £12.00

*(CRB checks apply **only** to Temporary Agency Workers, In order to swiftly process your application through the registration process, it is highly advisable to have your CRB Check Enhance Level done on the day of your interview, for convenience and early availability to work)*

These documents must be original, as photocopies will not be accepted. If you have any queries regarding these documents or anything else, please do not hesitate to contact me on 0208 256 6477 alternatively 0208 253 9391.

We look forward to hearing from you soon.

Kind regards

Nurse Consultant