

Templars Medical aims to make the registration process as simple and hassle-free as possible. This checklist provides a list of the documentation required to complete your registration prior to undertaking work with us.

### Verification of your right to work in the UK

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At the face to face meeting we will view and validate your right to work in the UK by **viewing the relevant original documentation**. Where right to work document have an expiry date it is mandatory we also check your ongoing entitlement to work in the UK.

### Verifying your identity

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At the face to face meeting we will view and validate original and current documents as follows:

- **two forms of photographic identification and one document confirming your current residential address**
  - **one form of photographic identification and two documents confirming your current residential address**
- OR**

At least one document must show a legible signature.

### Employment history & reference checks

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Provide an up to date CV detailing full employment history with any gaps explained. Your CV should provide details of professional referees from at least the previous 3 years employment and from 2 separate employers (where possible). One reference should be from your current or most recent employment.

### Professional registration & qualification checks

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At the face to face meeting we will view and validate original and current documents as follows:

1. GMC certificate and entry onto the specialist register (if applicable)
2. IELTS certificate (if applicable)
3. Certificates of primary and higher qualifications, including any additional qualifications detailed on your CV

In addition we will require evidence of:

1. GMC annual proof of entry (this can be downloaded from the GMC website)
2. Practical life support certificate
3. Completion of mandatory training modules as detailed in our registration pack
4. Section 12/22 approval (if applicable)
5. Your most recent appraisal and/or ARCP

### Work health assessment

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1. Completed Occupational Health Medical Questionnaire
2. Evidence of relevant immunisations as follows:

For Non-EPP (Exposure Prone Procedures) clearance you should provide required levels of immunity to:

- Measles
- Mumps
- Hepatitis B (IVS\*)
- Rubella
- Tuberculosis
- Varicella

For EPP clearance you will also need to provide confirmation of the appropriate negative results for:

- Hepatitis C (IVS\*)
- HIV (IVS\*)
- Hepatitis B SAG (IVS\*)

\*Identified Validated Sample

### Criminal record check

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1. DBS Certificate: we are required to undertake a new application, if you are on the DBS update service we will require a copy of the certificate and your written permission to use this service.
2. PVG Certificate (Scotland only): we are required to undertake a new application, if you are a member of the PVG scheme already we will require a copy of the scheme record and a scheme record application form completing.
3. Overseas police check: if you live overseas or have spent a continuous period of six months or more outside of the UK in the last five years you will be required to provide a police check less than six months old.

### Additional documentation

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1. Completed Registration Form
2. Signed terms and conditions
3. Evidence of medical indemnity insurance (if applicable)
4. Two passport size photographs

For questions regarding your registration and the documentation required please speak to your designated recruitment consultant on **01756 661122**, or [registration@templarsmedical.com](mailto:registration@templarsmedical.com).