



ROR EX
Healthcare
Transforming lives through quality care

www.rorexhealthcare.co.uk

Employment Process Checklist

1) Application form

Ensure your application form has been filled in correctly, with all the details legibly written.

2) Identity confirmation

Your right to work in the UK, such as a copy of your passport, a valid visa, or a biometric ID / residence card.

3) Professional registration pin

Your NMC or HCPC PIN (for qualified professionals).

4) Two references

Two professional references. One of which must be from your present or most recent employer. Where there are breaks in your employment, provide personal referee.

5) Enhanced DBS/PVG certificate

A copy of your enhanced DBS certificate. If it is more than one year old, provide DBS Update Service ID.

PVG (Scotland): We require a copy of your PVG certificate.

6) Up-to-date Training Certificates

- Manual Handling



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- Health & Safety
- Infection Control
- Medication Administration (nurses only)
- Safeguarding of Vulnerable Adults
- Life Support
- First Aid
- Equality & Diversity
- Fire Safety
- Information Governance
- Food Hygiene (carers only)
- Infection Control

7) At least 6 months of work experience

Provide evidence of at least 6 months of experience.

8) Right to work in the UK

You must share a code with our recruitment along with your date of birth to enable our team to check your work permit details. We also require your National Insurance number, Passport or Driving License, proof of address (utility bill or bank statement).