

# Hospital Doctor Pre-interview Checklist



Face to face interviews are a legal requirement

FULL NAME	MOBILE	E-MAIL

## CRB Office

Tel: 08709 090 811

Ask for: *Enhanced Disclosure*

Registered Body Name:

*Ambition Recruitment*

*Services Ltd*

Reference No. 2016 55 00 005

**Once you have ticked each of the items in LIST 1, please email or fax this form to us at:- [locum@a24locums.co.uk](mailto:locum@a24locums.co.uk)**

Fax: **0871 87 333 72**  
If you are faxing from outside the UK please use this number:  
+44 208 661 6904

As soon as we receive this Checklist we will arrange for our Area Service Manager to see you, at your convenience, to begin building our business relationship, or you can register at any of our branches.  
[www.ambition24hours.co.uk](http://www.ambition24hours.co.uk)

If you have any questions regarding the registration process, please call 0871 87 333 00 and speak to one of our experienced Consultants.

**Tel: 0871 87 333 00**  
**Fax: 0871 87 333 72**

**[info@a24locums.co.uk](mailto:info@a24locums.co.uk)**  
**[www.a24locums.co.uk](http://www.a24locums.co.uk)**

## LIST 1. We require the following documentation from you at the interview:

*Note: We cannot accept any of these documents by post, fax or email. We have to collect them from you at the interview.*

- Completed CRB Application (received by post from the CRB)
- Cheque for £36 payable to 'Criminal Record Bureau'
- CRB payment ref. number written on top right corner of your cheque
- Confirmation of Identity – [www.crb.gov.uk/pdf/crb11%20guidance.pdf](http://www.crb.gov.uk/pdf/crb11%20guidance.pdf)
- A24 Locum Application Form – Fully completed
- Signed Ambition 24hours Terms of Engagement

*The following ORIGINAL documents need to be verified at the interview.*

- Evidence of right to work in the UK
- Original/certified Registration Certificates, additional education, professional qualifications, valid memberships of professional bodies, i.e. Royal Colleges

## LIST 2. We can collect the following information from you later by post, email or fax. If you have this available please bring to the interview.

- GMC Annual Registration Certificate
- Latest CV
- Occupational Health Questionnaire

### Supporting Documentation Required

*Note: Only UK test results are acceptable*

- Hepatitis B Results. Titre levels > 100 lu/l. < 100 lu/l requires Booster
- Tuberculosis. OH/GP certificate of positive scar or record of a positive skin result
- Measles, Mumps & Rubella (MMR). Evidence of two doses of MMR or individual immunity
- Varicella. Self certification of having had chicken pox or shingles or test result showing immunity

*If you require an Exposure Prone Procedure (EPP) Occupational Health Work Certificate then please supply the following additional evidence:-*

- Hepatitis B Surface Antigen. Evidence of a negative result
- Hepatitis C. Negative result required
- HIV. Negative result required
- Proof of Professional Indemnity Cover – Not compulsory
- Signed Professional Indemnity Disclaimer Form
- Agency Worker Handbook Declaration

### Annual Training Certificates

- Immediate Life Support (Compliant with Resuscitation Council UK) – valid for 1 year OR
- Advanced Life Support (Compliant with Resuscitation Council UK) – valid for 4 years

*The following courses are available as On-Line courses from A24 at this link:*

**[www.A24locums.co.uk](http://www.A24locums.co.uk)** and click on **Training**

- Lone Worker Training
- Handling of Violence & Aggression
- The Caldicott Protocols
- Health & Safety, including COSHH & RIDDOR
- Infection prevention & control, including MRSA & Clostridium Difficile
- Complaints Handling

### Original Documents

We are required to verify all original documents as outlined above.

You can either bring the originals and photocopies or we can take a photograph of the original.

If you bring copies we require a copy of each and every page, ie for passports and travel documents, a copy should be taken of the document's front cover and any page containing the holder's personal details. In particular, you should copy any page that provides details of nationality, your photograph, date of birth, signature, date of expiry or biometric details.