

Dear _____

I hope you are well today, my name is _____ and I am going to be your compliance officer going forward. I have gone through your file and have listed below what is required for complete registration:

- **CV** – With a full 10 year work history, no gaps longer than 3 months and 2 referees from current or most recent position and last previous position
- **Passport Verification** – Please send your passport as a recorded delivery or advise if you would like me to arrange for someone to come and scan this for you?
- **NMC Statement of Entry Certificate** – Original
- Indemnity Insurance – Updated membership letter or an email confirming your membership
- **Copy of your most recent DBS** – This must be less than a year old, if on update DBS service copy of CRB they used to join the update service. If you do not have a current DBS you can complete one with us at a cost of _____
- **Mandatory Training Certificates** – Must be dated within 1 year covering the following:
 1. Practical Manual Handling
 2. Practical Basic Life Support
 3. The following can be online
 1. Data Protection
 2. Complaints Handling
 3. COSHH, Fire
 4. Infection Control
 5. Loneworker
 6. RIDDOR
 7. Violence and Aggression
 8. Health and Safety
 9. Safe Guarding Children and Adults Level 2.
- **2 x Passport sized Photos & Photo Verification Document** – Clear coloured copies
- **2 x Proofs of address** – A utility bill and bank statement would suffice, providing both documents are dated within 3 months
- **T's & C's, Handbook Declaration form** – All of which must be signed and completed in full.

Please do not hesitate to contact me if you have any questions regarding the above.

Yours Sincerely