**HCA - COMPLIANCE CHECKS**

1. **CV**
2. **Passport** –
3. **Biometric/Residence Permit** *– if applicable*
4. **DBS Certificate** - *Must be on the ‘Update System’. Let me know if you need me to set this up for you.*
5. **Relevant Qualifications** –
6. **Immunisations** – *Evidence that you are up to date with:* Measles, TB, Rubella, Hep B and Varicella*. This must be verified with a stamp or on letter headed paper.*
7. **Passport sized photo**.
8. **Minimum 2x references –***Must cover the entire period between October 2018- Present. It cannot be from an agency. Must be from minimum of one employer and another from senior staff. It must be stamped and verified and completed on our reference form.*
9. **Mandatory training – including PMVA (refresher certificate and your original 3-5 certificate, basic life support/Intermediate Life Support (ILS), manual handling fire and online training**
10. **National Insurance Number** - *Photocopy of NI Card/tax letter.*
11. **2x proof of current address**. *It’ll need to be a bank letter, utility bill, driving license (both card and paper) or a tax letter from within the last three months.*