



Ark Nursing & Care Agency
Head Office 140 Bay View Rd
Northam Bideford
North Devon EX39 1BJ
01237 420 777 (office hours only)

Arranging your interview in Bideford to work in North Devon with Ark Nursing & Care Agency.

Dear Applicant,

Following receipt of the Application Form, please telephone the above number, in office hours, to arrange an interview date and return the Form. This is so that we may process the Form and send for references. If you are unable to make the interview date arranged, for any reason, please telephone us to arrange another date, during office hours.

You will find enclosed a map directing you to the interview venue. Please do not arrive more than **10 minutes** before your time. This office is at number 140 Bay View Road - this is next door to number 141! Please pull in inside the high walls and park on the hard standing in front of the house beside the brown conservatory – this is the entrance to our offices. If you require any help, apart from transport, in attending this interview, please contact us.

Please bring with you all of the following Information:-

- 1) Three passport photographs or three digital colour photographs (passport size) with no one else in the picture
- 2) Your Bank or Building Society name, address, sort code, and account number. If you have a Building Society you will need to phone them and ask them for the BACS paying in codes – as you often need a roll number plus their bank details.
- 3) You will need a company uniform for Elderly Care, this is provided, however, there is a charge which can either be paid up front or we can deduct the costs slowly from your wages.
- 4) Any Certificates of Qualifications/Courses attended; e.g. NVQ, First Aid. Manual Handling and any other care related certificates.
- 5) You will need to bring £50.00 in cash/cheque (with cheque guarantee card) for your DBS disclosure.

5) Trained Nurses

Please bring your qualifying nursing certificates

NMC card

NMC print out of “Statement onto the Register” (if you have not got one please phone the NMC on 0207 631 3200), your Portfolio (if you have one) together with any certificates of recent training.

This is in addition to your proof of ID (Passport and Birth Certificate).

Also we will need to see your RCN/UNISON member card or letter confirming membership.

You will need to bring £50.00 in cash/cheque (with cheque guarantee card) for your DBS disclosure.

- 6) **Immunisation Record-** please collect a print out of your immunisation record from your local Doctors Surgery which **must be stamped by the Receptionist/Doctors Surgery on their headed paper**. This is essential for staff who wish to work in the NHS. If you have had the Hepatitis B Injection Course you must bring the blood test result showing your immunity levels (your GP will provide this) – **again on headed paper and stamped**. Staff cannot work in the NHS Hospitals without having had the full Hep B injection Course. If you have not had this Course please discuss at interview the varying ways in which you can obtain this Course?

- 7) Disclosure & Barring Service – If you have already completed a Disclosure with another employer; please bring the original certificates received with you. You will also need to complete a new DBS (details will be discussed at interview). A DBS first check will enable you to start work within two weeks.

- 8) Further Identification - Benefit Books/bank statement/utility bills (that contain your current address). We will not offer you membership without seeing your ID.

- 9) You will need to insure yourself for Business Insurance on your Car Insurance. If you do not already have this you will need to ring your Insurance Co and ask to be covered. Most insurance companies don't charge for this or only charge a minimum amount. We will need to have a copy of your certificate at Head Office..

Please turn over for further requirements

Official Identification for All Applicants

Option One – Passport, Birth Certificate, National Insurance Card (or P60, P45 or letter from Inland Revenue) Marriage Certificate, Driving Paper License and the Photo ID Card, Previous DBS Certificates, a Utility Company (Electricity, Gas, or Phone etc). Car Insurance Certificate showing Business insurance

Option Two - If you do not have a passport you must bring your National Insurance Number on a document that could be:-P45 (given to you when you leave a job) P60 (given to you at the end of the Tax Year) National Insurance Card, or letter from the inland revenue/job centre etc. You will also need to bring, Birth Certificate (original if possible), Marriage Certificate, Driving License Photo card and Counterpart, a utility company (Electricity, Gas, Phone) proof of current address. Please bring as much Identification as possible from the above lists. Car Insurance Certificate showing Business insurance

Criminal Convictions

Due to the nature of our business our recruitment policy prevents us from employing staff that have any convictions or cautions for any convictions for ABH, GBH, Battery or Violence.

Please note we run free training courses for all staff. They are: Health and Safety, TOPPS/Induction, Moving and Handling; Food Hygiene; First Aid and, where applicable, NAPPI (non-abusive psychological and physiological intervention). These are mandatory and many of them are free of charge.

Please bring a diary or calendar to the interview as we will give you details and dates of training that you will need to attend.

We look forward to meeting you at interview.

Rowena Rhead RGN (Mrs)
Nursing Services Director

Sue Painter (Mrs) IPM
Manager

Please use this to tick chart to check you have all your information with you.

Photos	
Bank Details	
Certificates	
Passport	
National Insurance Proof	
Birth Certificate - original preferably but copy if no original	
Driving Licence or photo card and Counterpart	
Utility Bill/Bank Statement	
Car Insurance showing Business Ins	
Marriage Certificate	
Proof of current Address	
Immunisation Proof from GP/Blood Result Hep B	
DBS/CRB old copies and £50 Money for New	
Trained Nurses - NMC card	