



DEAR

THANK YOU FOR YOUR REQUEST FOR AN APPLICATION FORM TO JOIN OUR ORGANISATION. PLEASE FIND ENCLOSED AN APPLICATION FORM TO BE COMPLETED AND RETURNED TO US BY THE CLOSING DATE ADVERTISED.

ON RECEIPT OF YOUR APPLICATION, IT WILL BE REVIEWED AND SHORTLISTED AND IF SUCCESSFUL YOU WILL BE CONTACTED TO ATTEND AN INTERVIEW WITH ONE OF OUR CONSULTANTS. AT YOUR REGISTRATION MEETING YOU WILL NEED TO BRING:

- [ PHOTOGRAPHIC ID (PASSPORT, DRIVING LICENSE OR ELECTORAL CARD)
- [ NISCC REGISTRATION NUMBER /IF DON'T HAVE CONTACT THE OFFICE AND REQUEST A NISCC APPLICATION FORM
- [ PROOF OF NATIONAL INSURANCE NUMBER (CARD OR PAY SLIP)
- [ PROOF OF ADDRESS (UTILITY BILL OR BANK STATEMENT)
- [ TRAINING EVIDENCE (ORIGINAL EDUCATIONAL & PROFESSIONAL TRAINING CERTIFICATES OR WRITTEN STATEMENT FROM PREVIOUS EMPLOYER OF THE COURSES YOU ATTENDED AND THE DATES YOU ATTENDED THESE)
- [ PROOF OF NMC OR NISCC REGISTRATION
- [ £30 FOR ACCESS NI CHECK (THIS IS THE ONLY FEE YOU WILL INCUR IN ORDER TO JOIN OUR AGENCY AND IS A FEE CHARGED BY ACCESS NI NOT PENINSULA CARE SERVICES)
- [ 2 X PASSPORT SIZED PHOTOGRAPHS
- [ VISA OR WORK PERMIT (IF APPLICABLE)

IF SUCCESSFUL AT INTERVIEW, REFERENCES, NISCC REGISTRATION AND ACCESS NI WILL BE OBTAINED AND A POSITION ON OUR TEAM OFFERED IF BOTH ARE FOUND TO BE SATISFACTORY. **NOTE: IF YOUR REFEREES HAVE ACCESS TO EMAIL OR FAX PLEASE INCLUDE THIS CONTACT INFORMATION AS CONTACT IS MORE EFFICIENT THIS WAY.**

IF YOU HAVE QUESTIONS ABOUT THE FORM DO NOT HESITATE TO CONTACT US. WE WILL LOOK FORWARD TO HEARING FROM YOU SOON.

YOURS SINCERELY

MATTHEW CAMPBELL

RECRUITMENT CONSULTANT