

1.	Completed Application Form	
2.	CV with 10 year work history (this is sent out to potential clients so must be complete and any gaps must be explained. All employment must show month and year)	
3.	Evidence of National Insurance Number (e.g. P45, P60) NI CARDS ARE NOT ACCEPTED	
4.	Evidence of Immunisations (see new Employee Health Questionnaire for requirements)	
5.	New Employee Health Questionnaire	
6.	Training - Equality, Diversity and Inclusion (last 12 months)	
7.	Training - Health & Safety Incl. First Aid Awareness & Falls Prevention (last 12 months)	
8.	Training - Handling Violence & Aggression and Complaint Handling (last 12 months)	
9.	Training - Fire Safety (last 12 months)	
10.	Training - Infection Control (last 12 months)	
11.	Training - Manual Handling (last 12 months)	
12.	Training - SOVA and SOCA Level 2 (last 12 months)	
13.	Training - Basic Life Support (last 12 months)	
14.	Training – COSHH (last 12 months)	
15.	Training - Information Governance Incl. Record Keeping & Caldecott Protocols (last 12 months)	
16.	Training – Epilepsy (last 12 months)	
17.	Training - Food Hygiene (last 12 months)	
18.	Training - Handling Medication (last 12 months)	
19.	Training - Lone Worker (last 12 months)	
20.	Training - Mental Capacity Act 2005 (last 12 months)	
21.	Training – First Aid in the Workplace (last 12 months)	
22.	Training - RIDDOR (last 12 months)	
23.	Training – Preventing Radicalisation (last 12 months)	
24.	Training - Countering Fraud Bribery and Corruption in the NHS (last 12 months)	
25.	Proof of Address x 2 – Utility bills dated within the last 3 months	
26.	1 x Passport Photograph for ID badge	
27.	3 year Professional References (minimum 2 referees including current/last employer)	
28.	DBS – This must either be registered with the online service or a new one will need to be obtained from Minerva Nursing at a cost of £55.00	
29.	Evidence of Diploma/Degree	
30.	Statement of Entry	
31.	Evidence of Indemnity Insurance and annual renewal	
32.	Agency Workers Handbook and Job Description Receipt	
33.	Date of last Appraisal	
34.	Intention to Practice (Midwives only)	
35.	ILS – Client Specific	
36.	Control and Restraint/PMVA – Client Specific	
37.	Certificate of incorporation	
38.	Right to live and work in the UK evidence	
39.	Uniform size (one tunic is provided free of charge, additional tunics available for £20)	
40.	Evidence of Business Bank Account – Must show Name of Account Holder, Address of Bank, Sort Code, Account Number	
41.	48 Hour Opt Out Form	
42.	Limited Company Questionnaire	
43.	English Language Competency declaration	

Minerva Nursing