

Dear Sir/Madam,

Ashbourne Healthcare Services is a Healthcare Agency specialised in providing temporary and permanent staff to the Healthcare Sector. Our clients include private and NHS hospitals, nursing homes, rest homes, schools and home care clients. Our aim is to provide the highest quality of service to both you, the member, and to our clients. We achieve this by offering:

COMPETITIVE RATES OF PAY	A VARIETY OF WORK OPPORTUNITIES	TRAINING AND PROFESSIONAL DEVELOPMENT	FRIENDLY & PERSONAL ATTENTION
PERMANENT PLACEMENT OPPORTUNITIES	RELIABLE & DEPENDABLE SERVICE	HOLIDAY PAY	AVAILABLE 24 HOURS A DAY

All you have to do is complete, sign and return the enclosed **Application Pack**. A **copy of your current CV** with FULL employment history since leaving full-time education is also required.

Application Pack

ENCLOSED	ACTION REQUIRED AT THIS STAGE	CHECK LIST
Application Form & Health Screen	Complete, sign and return	
Equal Opportunities Form	Complete and return	
Pay Rates	For you to keep	
Terms & Conditions of Membership	Sign & return	
NOT ENCLOSED		
Criminal Records Bureau Form	To be completed upon meeting*	
DOCUMENTS / PROOF REQUIRED		
Proof of Qualification e.g. Nurse Training Certificates	Send photocopy with application	
NMC Statement of Entry	Send photocopy with application	
NMC PIN Card	Send photocopy with application	
Passport- showing ID page and VISA and Work Permit pages (as applicable)	Send photocopy with application	
2 x Proof of address (e.g. gas/electric/phone bill; bank/ credit card statement)	Send photocopy with application	
Birth Certificate / Driving Licence	Send photocopy with application	
National Insurance Number	Send photocopy with application	
Moving and Handling Training Certificate	Bring Original to Interview	
Basic Life Support Training Certificate	Bring Original to Interview	
Infection Control Training Certificate	Bring Original to Interview	
Health & Safety Training Certificate	Bring Original to Interview	
Fire Safety Training Certificate	Bring Original to Interview	
Food Hygiene	Bring Original to Interview	
Vaccination Records - Rubella	Send photocopy with application	
Vaccination Records - Tuberculosis	Send photocopy with application	
Vaccination Records - Hep. B	Send photocopy with application	
Vaccination Records - Hep. C (only theatre nurses)	Send photocopy with application	
Vaccination Records - Varicella (Chicken Pox)	Send photocopy with application	
2 x Passport size photos	Send two photos with application	

* an enhanced CRB disclosure with POVA and POCA checks is required for all types of assignments through AHS. **This costs £36.00**

Please see over for the steps involved in completing the application process.

Once we have received and started to process your application we will contact you to arrange a convenient time for you to come in for an interview. Please note that **original documents** will be required at this stage and a CRB Disclosure form will be completed.

We look forward to meeting with you.

AHS Manager

All of the following steps must be completed in full prior to being offered any work assignments through Ashbourne Healthcare Services. If documented proof cannot be provided as required then you must repeat the immunisation / blood test / training.

Step1: Complete and return application pack with requested documents.

Step2: Ensure that all your immunisations are up to date and that proof of immunisation can be provided for the following:

Immunisation Required

Rubella (males and females)

Hepatitis B

Hepatitis C (theatre nurses only)

Tuberculosis (TB)

Varicella (chicken pox)

Proof Required

Immunisation confirmation from GP or immunisation card.

Screen for immunisation (blood test) showing immunity levels

Blood test results showing titre levels; within 5 yrs.

Blood test results / Immunisation confirmation from GP

Results of HEAF test or

Evidence of BCG immunisation or

BCG scar confirmed by GP or occupational health nurse.

Declaration signed if previously had chicken pox or

Immunisation done

Please note that **ALL** immunisation are required before starting work.

Step3: Ensure that all your training requirements are up to date (you have completed the course within the last 12 months) and that certificates can be provided.

Training Required

Health and Safety incl. COSHH, RIDDOR and Fire Safety

Moving and Handling

Basic Life Support (CPR)- Qualified Nurses only

Infection Control -Qualified Nurses only

Food Hygiene

Proof Required

Certificate

Certificate

Certificate

Certificate

Certificate

Please note you **MUST** have completed ALL the above courses within the last 12 months otherwise you must undertake the courses again before commencing work.

Step4: Complete face to face interview with AHS.

Step5: Complete CRB Enhanced Disclosure application form on site. Providing proofs of identity:

1. Unexpired Passport / Driving Licence
 2. 2 Proofs of current residence (e.g. utility bills, bank statements)
 3. P60 or P45 or recent payslip showing employers name, your name and your NI number.
- Only original documents will be acceptable.

An Enhanced CRB Disclosure currently costs £36.00. This can be made payable by cheque or deducted from your first pay.

CRB Disclosures from other organisations are unfortunately not acceptable.

Expected total time frame for completion of application process from receiving the application form back is 3-4 weeks. A failure to provide the necessary documents or to participate in training courses will significantly delay this process.