

2011 Academic Recruitment Interviews

Essential documentation you must bring to interview

All of the documentation listed below is required, both in the form and number specified.

A summary checklist is attached for review.

Please note:

- Failure to bring all of the documents listed below may result in your not being interviewed.
- Failure to provide evidence of competences quoted on your application form may affect your interview score.

Essential Documents Required by ALL Candidates:

1. Proof of Identity

See *Appendix A* for a list of acceptable documents.

We require:

- **TWO** forms of photographic personal identification and **ONE** original document confirming your address (e.g. recent utility bill).

OR

- **ONE** form of photographic personal identification and **TWO** original documents confirming your address.

2. Permission to work

See *Appendix B* for a list of acceptable documents.

We require:

- **ONE** original document as specified in either List A or List B from *Appendix B*.

3. TWO passport photos with your name printed on the back

4. Original, current passport and TWO clear photocopies of the following

- Front cover
- Name / Signature page
- Photograph page

If you are NOT a UK or EEA citizen, you MUST provide:

- Original and a clear photocopy of the page/s in your passport showing current immigration status.

AND

- If you have a biometric residence permit card issued by UK Borders Agency, the original and a clear photocopy of each side of the card.

AND

- **Original and TWO copies of all supporting documentation from the Home Office regarding your current visa status.** This is the approval letter from the UK Border's Agency granting the visa. It will have a start date and an end date. This should be accompanied by the relevant page of the valid current passport showing the visa stamp.

5. Original and TWO photocopies of your current GMC licensing letter

We will check whether a doctor is registered with or without a license by accessing the GMC's online List of Registered Medical Practitioners on the day of the interview.

6. Original and TWO photocopies of your primary qualification as listed on your application form e.g. MBBS

If primary qualification is **not in English** then please bring a **certified translation** and **TWO** additional copies of the certification.

7. Competences

A portfolio confirming evidence that you have achieved the competences relevant to the level applied for e.g. Certificate of Completion of Foundation / ST competences.

Applicants may be asked to provide documentation at any stage of the recruitment process, including at the interview stage. Applicants who fail to bring satisfactory evidence to their interview will be given a maximum of 24 hours (excluding weekends and Bank holidays) to provide this documentation to the London Deanery for review. Failure to do so is extremely likely to result in their application being withdrawn.

London Deanery reserves the right to retain the documentary evidence supplied by candidates if it is not possible to review the evidence on the day of the interview or there is a query about the documentation.

For further information regarding competences, please visit <http://www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/competences>

Important Note

By allowing applicants to progress through stages of the recruitment process, London Deanery HAS NOT accepted or confirmed that applicants meet the requisite eligibility requirements in relation to competence and experience. This includes information you may have supplied at the time of application relating to competences and experience.

Applicants may still be withdrawn from the recruitment process at any stage, including after the interviews have taken place, if the evidence pertaining to competence and experience is found to be unsatisfactory by London Deanery.

8. References

London Deanery will not be contacting your referees for a reference. You will be required to bring your completed references from your referees with you on the day of interview. You will be required to provide references per interview.

- You must provide completed reference forms from three referees who have supervised your clinical training, spanning three years of your employment or undergraduate training. They must be able to comment, from experience, on your ability and suitability for the post.
- One referee must be your current or most recent consultant or educational supervisor familiar with your clinical development.
- One of your referees must be able to provide an academic reference.
- Your referees must match those stated on your application form.
- References must be in a sealed envelope clearly labelled with your full name.

For further information and to download a reference form to pass to your referees for completion, please visit:

www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/references

Further Documents Required by Candidates - if Applicable

These documents may not be applicable to all candidates. Please read through the list carefully to see whether you are required to present these at interview.

1. Original and **TWO** copies of your postgraduate qualification certificate/s

If post graduation certification is required for your specialty / level, then this **MUST** be produced at interview. Information on what is required can be found in the person specifications.

AND / OR

Original and **TWO** copies of any other postgraduate qualifications obtained e.g. PhD MSc

If other postgraduate qualifications are stated on your application then these **MUST** be produced at interview.

AND / OR

Evidence of English language proficiency

If your undergraduate training was **NOT** taught in English, you must **provide ONE** of the following:

- International English Language Testing System (IELTS) certificate - original and **TWO** copies. You must provide evidence that you achieved the following scores in a single sitting within 24 months at time of application; Overall 7, Speaking 7, Listening 7, Reading 7, Writing 7.

OR

- Other evidence of equivalent English language qualification as detailed on your application form – original and **TWO** copies.

Checklist of all essential documents you *MUST* bring to interview

- Proof of Identity
2 original forms of photo ID + 1 original document providing proof of address **OR**
1 original form of photo ID + 2 original documents providing proof of address (see *Appendix A*)
- Permission to work - 1 original document from List A or List B (see *Appendix B*)
- Passport photos - 2 x with name printed on back
- Passport - Original and 2 x copies of all pages as described on Pages 1 & 2
- Current GMC licensing letter - Original and 2 x copies
- Primary Qualification - Original and 2 x copies
- Evidence of Foundation Competences/ ST Competences
- 3 References which match those on your application form

If applicable:

- Postgraduate qualifications - Original and 2 x copies
- English Language Proficiency as described above

Appendix A:

Documents which provide proof of identity

I. Photographic personal identification

- Valid current passport
- Valid current photo-card driving licence
- Valid current national ID card and / or other valid documentation relating to immigration status and permission to work
- Valid current biometric residence permit card issued by the UK Border Agency (UKBA) with the accompanying Home Office letter

NB organisational ID cards are not acceptable (e.g. NHS ID card)

II. Confirmation of address documents

- Recent utility bill (gas, electricity or land line phone) or a certificate from a supplier of utilities confirming the arrangement to pay for the services on pre-payment terms.
- Local authority tax bill valid for the current year
- Bank, building society or credit union statement or passbook containing current address
- Most recent mortgage statement from a recognised lender
- Current local council rent card or tenancy agreement
- Current benefit book or card or original notification letter from Department of Work and Pensions (DWP) confirming the rights to benefit.
- Confirmation from an electoral register search that a person of that name lives at the claimed address
- Court order

All the above must be dated within the last six months and must contain the name and address of the applicant. **Please note we will not accept print-outs of online accounts/statements.** The requirements for ID checking are defined by the Cabinet Office and employers are required to obtain original documents to comply with the HMG's Minimum Requirements for the Verification of the Identity of Individuals (Version 2.0 January 2003).

If you are unable to provide photographic proof of identity, we can accept the following

non-photographic proof of personal identification documents.

You will need TWO DOCUMENTS from the list AND an ADDITIONAL passport sized photograph of yourself, endorsed on the back with the signature of a “person of standing”. This should be someone from your community who has known you for at least three years.

A “person of standing” could be a magistrate, medical practitioner, officer of the armed forces, teacher, lecturer, lawyer, bank manager or civil servant.

- Document giving your permanent National Insurance Number and name - this could be a P45, P60, National Insurance card, or a letter from a Government agency.
- Original full birth certificate issued in the UK, which includes the name of at least one of your parents; (issued within six weeks of birth).
- Original birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- Current UK driving licence (full version).
- Original UK adoption certificate.
- Original UK marriage / UK civil partnership certificate.
- Original UK divorce or annulment papers.
- Police registration document.
- Certificate of employment in HM Forces.
- Current UK firearms certificate.
- Application Registration Card issued to people seeking asylum in the UK.
- Certificate of registration or naturalisation stating that the holder is a British citizen.
- Current benefit book or card or original notification letter from the Department of Work and Pensions (DWP) confirming legal right to benefit.
- Residence permit issued by the Home Office to EU Nationals on inspection of own-country passport.
- Most recent tax notification from HM Revenue and Customs (Formerly Inland Revenue).
- Letter issued by the Home Office to you which indicates that you can stay indefinitely in the UK, or has no time limit on your stay.
- Letter issued by the Home Office to you which indicates that you can stay in the UK, and this allows you to do the type of work we are offering.

Appendix B:

Documents which provide proof of entitlement to work in the UK

LIST A

- Passport showing that the holder is a British citizen or a citizen of the UK and colonies having the right of abode in the UK.
- Passport or national ID card showing that the holder is a national of the EEA or Switzerland.
- Residence permit indicating permanent residence issued by the Home Office or UKBA to a national of a EEA country or Switzerland.
- Permanent residence card issued by the Home Office or UKBA to the family member of a national of an EEA country or Switzerland.
- Biometric Immigration Document issued by the UKBA which indicates that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
- Passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay in the UK.
- Immigration Status Document issued by the Home Office or UKBA to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an official document giving the person's permanent NI number and their name.
- Full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents when produced in combination with an official document giving the person's permanent NI number and their name.
- Full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents when produced in combination with an official document giving the person's permanent NI number and their name.
- Birth certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person's permanent NI number and their name.
- Adoption certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person's permanent NI number and their name.
- Certificate of registration or naturalisation as a British citizen when produced in

combination with an official document giving the person's permanent NI number and their name.

- Letter issued to the holder by the Home Office or UKBA indicating the person named in it is allowed to stay indefinitely when produced in combination with an official document giving the person's permanent NI number and their name.

LIST B – limited leave to remain

- Passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- Biometric Immigration Document issued by the UKBA which indicates that the person named in it can stay in the UK and is allowed to do the work in question.
- Work permit or other approval to take employment issued by the Home Office or the UKBA when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question.
- Certificate of application that is less than 6 months old issued by the Home Office or the UKBA to, or for, a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the UKBA Employer Checking Service.
- Residence card or document issued by the Home Office or the UKBA to a family member of a national of an EEA country or Switzerland.
- Application Registration Card issued by the Home Office or UKBA stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the UKBA Employer Checking Service.
- Immigration Status Document issued by the Home Office or UKBA to the holder with an endorsement indicating that the person named in it is allowed to stay in the UK and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent NI number and their name.
- Letter issued by the Home Office or UKBA to the holder or the employer or prospective employer with an endorsement indicating that the person named in it is allowed to stay in the UK and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent NI number and their name.

None of the document descriptions reflect the precise wording contained in the legislation. If you would like to obtain a full account of the legal changes, this will be available in the booklet the Home Office will be producing alongside this guidance. Further guidance on preventing illegal working can be found at <http://www.ukba.homeoffice.gov.uk/workingintheuk/>

This information comes from NHS Employment Check Standards – published by <http://www.nhsemployers.org/Pages/home.aspx>