

2010 Academic Recruitment Interviews

Required 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 competencies quoted on your application form may affect your interview score***
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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.

AND

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

AND

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:

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

OR

- If you have an identity card issued by UKBA a clear photocopy of each side of the identity 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 Border and Immigration 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.

AND

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

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

AND

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.***

AND

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

- If you do **not have** a Certificate of Completion of Foundation, please refer to Appendix C for examples of acceptable evidence of achievement of Foundation competencies.
- If you do **not have** any examples of evidence of ST competencies then a letter from your current Educational Supervisor on headed hospital note paper, confirming that you have reached the required competency level will suffice.

The London Deanery **WILL NOT** take copies of portfolios, log books or publications. **However**, please bring these documents along to support your application as they may be requested by the panel.

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 on the MMC website:

http://www.mmc.nhs.uk/specialty_training_2010/recruitment_process/stage_2_-_choosing_your_specialty/person_specifications.aspx

AND / OR

2. 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

3. 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
- Foundation Competencies/ Evidence of these as described on ST Competencies
Page 2
- Additional documents As described on Page 2 and 3

If applicable:

- Postgraduate qualifications - Original and 2 x copies
- English Language Proficiency as described above on Page 3

Appendix A:

Documents which provide proof of identity

I. Photographic personal identification

- A valid current passport
- A valid current photo-card driving licence
- A valid current national ID card and / or other valid documentation relating to immigration status and permission to work
- A valid current ID card issued by the UK Border Agency (UKBA)

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)
- 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
- Confirmation from an electoral register search
- 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.

- A 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
- an 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)
- an original birth certificate issued in the Channel Islands, the Isle of Man or Ireland;
- a current UK driving licence (full version)
- an original UK adoption certificate
- an 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
- a certificate of registration or naturalisation stating that the holder is a British citizen
- a 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
- an Immigration Status Document issued by the Home Office to you with an endorsement stating that you can stay indefinitely in the UK, or has no time limit on your stay
- a 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
- an Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay in the United Kingdom, 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

- 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
- a passport or national ID card showing that the holder is a national of the EEA or Switzerland
- a residence permit indicating permanent residence issued by the Home Office or UKBA to a national of a EEA country or Switzerland
- a permanent residence card issued by the Home Office or UKBA to the family member of a national of an EEA country or Switzerland
- a 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
- a 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
- an 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
- a 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
- a 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
- a 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
- an 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
- a 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

- a 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

- a 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
- a 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
- a 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
- a 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
- a 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
- an 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
- an 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
- an 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>

Appendix C:

Achievement of Foundation Competencies

Evidence of achievement of Foundation competencies by August 2009 is one of the essential criteria to be considered for appointment to a specialty training post.

There are several ways that applicants can show that they have achieved the Foundation Competencies.

- If they have completed Foundation training in a UK medical school, they will be able to show a Certificate of Completion of Foundation training.
- If the applicant expects to complete the 2 year Foundation training by August 2009 then they will need to produce a declaration by their Foundation Programme Tutor or Educational Supervisor, stating that they expect to achieve Completion of Foundation training by August 2009. The declaration should be signed, and dated, be on headed hospital notepaper, with the supervisor's name in block capitals and their GMC number. It should also state the applicant's full name and GMC number.
- If the applicant can show that they have completed educationally approved SHO and/or Specialty Training or FTSTA post(s) in NHS hospitals in the UK, they should provide documentary evidence of this on headed notepaper signed by the medical staffing officer of the hospitals concerned.
- The applicant can provide a portfolio of evidence of achievement of competencies. A portfolio can be an electronic document or a folder with evidence of assessments, observations, operations, details of reflective practice and self appraisal, any educational agreements, learning goals, and personal development plans, countersigned by their trainer/supervisor. The [Foundation Programme website](#) has checklists of the various Foundation competencies, an example of a portfolio, and has an electronic portfolio document to download. Royal College websites may have electronic portfolios to download.
- If the applicant has none of the above, and is currently working in an NHS training hospital, then a listing of the Foundation 2 competencies can be downloaded from the Foundation Programme website, and checked off by the current educational supervisor. This document will need to be on hospital headed notepaper, and completed with the name and GMC number of the applicant, as well as the name and GMC number of the trainer.
- We understand that Refugee doctors may have less access to the evidence needed for a portfolio. If applicants, because of their refugee status are unable to provide standardised evidence of having achieved foundation competency, they are advised to contact the Deanery Overseas Doctors' office (See the London Deanery Website) for advice before submitting their application. Doctors who are currently working in the NHS will be able to complete the checklist of Foundation 2 competencies with their current trainer.

The information provided above is based on guidance from the Department of Health and advice from the [National Recruitment Office for General Practice](#).