

2011 Dental 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.

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

AND

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

Additionally, 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 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 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.

Please read the below list carefully as you may be required to bring the below documentation to support your application.

1. Original and TWO photocopies of your CURRENT GDC certificate/letter (if you are currently registered)

Please note that out of date certificates will not be accepted as evidence of current registration.

2. Original and TWO photocopies of your primary qualification as listed on your application form e.g. BDS (Only needed if you have already passed your primary qualification as stated on your application form)

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

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

5. References

6. Current GDC certificate Original and 2 x copies (if applicable*)

7. Primary Qualification (BDS) Original and 2 x copies (if applicable*)

If applicable:

- Postgraduate Qualifications
- English Language Proficiency as described above

* Please note, if applying to DFY1 applicants must have this by time of appointment.

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 inimum Requirements for the Verification of the Identity of Individuals (Version 2.0 January 003).

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 owncountry 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 www.ukba.homeoffice.gov.uk/workingintheuk/

This information comes from NHS Employment Check Standards – published by www.nhsemployers.org/Pages/home.as