

2010 Specialty 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:

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

AND

- If you have an identity card issued by UK Borders Agency, a clear photocopy of each side of the identity card.

OR

- **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. For ST1 / CT1 applicants - Foundation 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.

All CT1/ST1 applicants are required to bring satisfactory documentary evidence of achievement of Foundation Competences (or equivalent). This should correspond with the information you provided in your application form, which can be one of the following:

- Evidence you are currently in a second year of a UK Foundation Programme and expect to be awarded an FACD 5.2 by August 2010
- Evidence of an FACD 5.2 denoting completion of a UK Foundation Programme since August 2007
- An Alternative Certificate (A for specialties with acute medical responsibilities and B for specialties without) showing ALL competencies achieved in a post of at least 3 months duration since August 2007.

The documentation provided by candidates will be collected on the day of interview. Please bring the original and one copy for the Deanery which will be reviewed by the London Deanery recruitment team, with input from clinical colleagues if required.

By allowing applicants to progress to the interview stage, London Deanery HAS NOT accepted or confirmed that applicants meet all eligibility requirements. This includes Immigration status, evidence of achievement of Foundation Competences or equivalent since 31st July 2007 and requisite length of time in training as per the relevant national person specification. This list is not exhaustive and is applicable to all eligibility criteria. Applicants may still be withdrawn from the application process at any stage, including after the interviews have taken place, if the evidence pertaining to an eligibility criterion is found by London Deanery to be unsatisfactory. 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_1_-_eligibility/person_specifications.aspx

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

2. 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 as described on Pages 2 & 9

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

- 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 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) 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>