

# Specialty Training 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.**

## 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.
- **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.

***If your “Right to Work” status depends on the immigration status of your spouse, you MUST provide the following:***

- Current visa from your spouse’s valid current passport – Original and **TWO** clear copies.
- Spouse’s Home Office letter supporting their current visa – Original and **TWO** clear copies.
- Marriage Certificate – Original and **TWO** clear copies.
- If marriage certificate is not in English, a certified translation of the marriage certificate required – Original and **TWO** clear copies.

**5. Original and TWO photocopies of your CURRENT GMC certificate/letter.**

Please note that **out of date certificates** will **not** be accepted as evidence of current registration.

**6. Original and TWO photocopies of your primary qualification as listed on your application form e.g. MBBS (other degrees PhD MSc)**

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

**7. Additional documents**

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.

**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 certificate - original and **TWO** copies.

**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/GDC certificate Original and 2 x copies

Primary Qualification Original and 2 x copies

Additional documents as described on Page 3

### ***If applicable:***

Postgraduate qualifications Original and 2 x copies

English Language Proficiency As described above on Page 3

### ***If you are not a UK or EEA citizen and/or your immigration status depends on your spouse:***

Spouse's Passport Original and 2 x copies of pages showing immigration status as described on Page 2.

Home Office documentation Original and 2 x copies as described on Page 2.

Spouse's documentation Original and 2 x copies as described on Page 2.

## **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

**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.

**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 to 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; **OR**

- 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; **OR**
- 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; **OR**
- 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; **OR**
- 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 BIA to a national of a EEA country or Switzerland.
- a permanent residence card issued by the Home Office or BIA to the family member of a national of an EEA country or Switzerland.
- a Biometric Immigration Document issued by the BIA 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 BIA 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 BIA 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 BIA 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 BIA 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 BIA 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 BIA Employer Checking Service.
- a residence card or document issued by the Home Office or the BIA to a family member of a national of an EEA country or Switzerland.
- an Application Registration Card issued by the Home Office or BIA stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the BIA Employer Checking Service.
- an Immigration Status Document issued by the Home Office or BIA 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 BIA 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.workingintheuk.gov.uk](http://www.workingintheuk.gov.uk).

This information comes from NHS Employment Check Standards – published by [www.NHSEmployers.org](http://www.NHSEmployers.org)