Welcome to CapitalPro Agency

Dear Colleague

Thank you for expressing an interest in joining us at CapitalPro. As discussed please find attached our application pack.

CapitalPro specialise in the provision of temporary and permanent healthcare staff across the country.

To take advantage of our great roles, please complete the application form and return it, as quickly as possible along with the following documents to make you FULLY COMPLIANT:

· Application pack (fully completed, no pages missed)

· Updated CV – please email a copy of your CV

· Completed DBS application form or copy of your current DBS Certificate along with completed DBS Authorisation Form.

· NMC Document (If you are a nurse, please also send your nursing degree)

· Proof of Indemnity Insurance

· Passport in colour (front cover also required)

· Visa (if applicable) in colour

· Medical report with proof of Hep B, Varicella (you can self declare – Form enclosed) Measles, Mumps, Rubella and proof of TB / BCG.

· Proof of address x2 (dated within the last 3 months)

· Mandatory training updated yearly (COSHH, Caldicott Principles, safeguarding vulnerable adults, safeguarding children, BLS including Practical, moving and handling including Practical, health & safety, infection control, food & hygiene and fire safety, conflict management ,lone working, fire safety, equality & diversity, riddor )

· A clear passport sized photo

· 2 WORK references (you must provide us with the details of your working referee’s manager / senior staff that you have previously worked with for 6 months or more)

· Signed Terms of Engagement (please see end of application pack)

· Signed Handbook

· Proof of national insurance number (can be a p60, copy of NI card, pay slip).

· Qualifications (i.e. NVQ)

Return all this documentation to us and we receive both references back within 1 week, as a special thank you for this month only, we will send you a £20 gift voucher once you have completed your first full shift.\*

If you have any queries please do not hesitate to contact us on 01708871517. Alternatively email us on recruitment@capitalproagency.com

We look forward to hearing from you.

Yours sincerely,

CapitalPro Healthcare Team

PS – tell a friend about CapitalPro and you could receive £100 bonus referral\*.

\*Full Terms & Conditions apply. Please ask us for more details.