YOUR APPLICATION JOURNEY

Candidate Compliance Checklist

A practical document guide for care support workers and healthcare assistant applicants. Tick each item as you prepare it, then bring the relevant original documents to your CareStaff24 appointment when requested.

1 Proof of identity

Prepare a valid document that confirms who you are. This may include a current passport or another accepted form of photographic identification.

- [ ] **My proof of identity is ready**

2 Right to work

You will need evidence showing that you have the right to work in the UK. Depending on your status, this may be checked using original documents or a government share code.

- [ ] **My right-to-work evidence is ready**

3 Employment history

List your employment history clearly and explain any gaps. Include employer names, job titles and accurate start and finish dates wherever possible.

- [ ] **My employment history is complete**

4 References

Have suitable referees ready, ideally including your most recent employer. Check that their email address and telephone number are current and ask permission before sharing their details.

- [ ] **My referee details are ready**

Continue your application journey

Complete the final checks below, then contact the team if you need any guidance.

5 DBS requirements

Care roles commonly require the appropriate Disclosure and Barring Service check. Tell the recruitment team if you already have a DBS certificate or use the DBS Update Service.

- [ ] **I have shared my current DBS position**

6 Qualifications

Gather certificates relevant to the position, including care, health or specialist qualifications. If you are new to care, the team can explain what your chosen role requires.

- [ ] **My relevant certificates are ready**

7 Training

Prepare records of completed training, such as safeguarding, moving and handling, first aid or medication training. CareStaff24 can help identify any training that needs refreshing.

- [ ] **My training record is ready for review**

Need help with a document?

Our friendly recruitment team can explain the requirements and help you take the next step towards care work across Eastbourne, Hastings and East Sussex.

carestaff24.co.uk/contact-us/

Privacy reminder: do not email identity, DBS or right-to-work documents unless the CareStaff24 team has provided an approved secure method.