YOUR NURSING APPLICATION JOURNEY

Nurse Compliance Checklist

A practical document guide for registered nurses applying for temporary or permanent nursing opportunities through CareStaff24.

1 Proof of identity

Prepare a valid passport or another accepted form of photographic identification. You may also be asked for evidence of your current address.

- [ ] **My identity documents are ready**

2 Right to work

Prepare the evidence needed to show your right to work in the UK. Depending on your status, this may involve original documents or a government share code.

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

3 Employment history

Provide a complete employment history with accurate dates and explanations for gaps. Include recent nursing, healthcare and agency appointments.

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

4 Professional references

Have suitable professional referees ready, ideally including your latest nursing employer. Confirm that their contact details are current before sharing them.

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

5 DBS requirements

Nursing placements commonly require the appropriate DBS check. Tell the recruitment team if you have a certificate or subscribe to the DBS Update Service.

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

Continue your nursing application journey

Complete these professional checks, then contact CareStaff24 if you need guidance about a document or placement requirement.

6 Nursing qualifications

Gather your nursing qualification certificate and any relevant specialist, post-registration or prescribing qualifications required for your role.

- [ ] **My nursing qualification evidence is ready**

7 NMC PIN and registration

Provide your NMC PIN so your registration status and registered qualifications can be checked against the official NMC register.

- [ ] **My NMC PIN and registration are ready to check**

8 Revalidation and professional development

Check your NMC renewal and revalidation position. Keep your CPD and supporting portfolio information current for your own professional records.

- [ ] **My revalidation position is up to date**

9 Training and clinical competencies

Prepare current training records and evidence of competencies relevant to the placement, such as medicines management, safeguarding and moving and handling.

- [ ] **My training and competencies are ready for review**

10 Indemnity and placement checks

Confirm that an appropriate professional indemnity arrangement will cover your practice. Be ready for any occupational health or placement-specific checks requested.

- [ ] **I am ready to confirm the final placement checks**

Ready for your next nursing opportunity?

Our recruitment team can guide you through the compliance process and discuss nursing opportunities across Eastbourne, Hastings and East Sussex.

carestaff24.co.uk/contact-us/

This checklist is a general recruitment guide. Exact requirements may vary by role, placement and individual circumstances. Do not email sensitive documents unless CareStaff24 has provided an approved secure method.