

# REFERENCES

**By company policy we require a minimum of two references and they must follow these requirements:**

- Cover the last three years of your professional employment, with no gaps
- All references need to be sent to and received from a company email address
- All the references must include start date and end date (month and year included)
- All the references need to come from a staff member that was your supervisor in the given employment

**If there is a situation where these criteria cannot be met, there are a few possible solutions:**

- Your professional experience is less than three years: we would try to cover the gap by either obtaining a reference from a University (if you attended) or from an employment not related to the healthcare sector (if one occurred)
- If you were unemployed, traveling, taking care of a family member, been on maternity leave or any other situation that can not be covered by a reference, we would need you to provide us with a written statement with full explanation.

**All candidates must also provide a copy of their most recent CV, which will include full employment history and full education history.**

## DBS

By company policy we require an enhanced DBS certificate, covering both adults and children. Your DBS must be registered with the Update Service.

If you don't have a current DBS, you can apply for one through Nurseline and further details on how to do so will be provided to you.

If your DBS has any cautions or convictions, you must disclose that information when completing the application form. After the initial call with one of our Registration and

Compliance team members, you will be sent a Statement of Events form, that needs to be completed and reviewed by our managers.

Please note that we reserve the right to stop your registration at any point should we find that you have omitted relevant information.