

What to bring to interviews or selection centres at the North Western Deanery

| Name of Document | Original(s) required? | Number of Copies | Comments |
|--|-----------------------|-------------------------------|--|
| Proof of Identity and Address | | | |
| Group 1 – Primary Trusted Identity Credentials | | | |
| <ul style="list-style-type: none"> • Current valid passport • Biometric Residence Permit for the UK (visa) • Current driving licence (UK full or provisional) • UK birth certificate, issued within 12 months of date of birth. Full or short form acceptable. | Yes | 1 of each applicable document | <p>If you can provide 1 of the documents from Group 1, then you will need to provide us with:</p> <ul style="list-style-type: none"> • 2 further documents from group 1, 2a or 2b; one of which must verify your current address. <p>You can find more information on proving your identity here: https://www.gov.uk/crb-criminal-records-bureau-check</p> |
| Group 2a - Trusted Government / State Issued Documents | | | |
| <ul style="list-style-type: none"> • Current valid passport • Biometric Residence Permit for the UK (visa) • Current UK driving licence (photo card or old style paper version) • UK birth certificate, issued within 12 months of date of birth. Full or short form acceptable. • UK Marriage/Civil Partnership Certificate • UK Adoption Certificate • HM Forces ID Card (UK) • Fire Arms Licence (UK) | Yes | 1 of each applicable document | <p>If you are unable to provide any of the documents listed in Group 1, then you will need to provide 1 document from Group 2a and a further 2 documents from Group 2a or 2b; one of which must verify your current address.</p> <p>You can find more information on proving your identity here: https://www.gov.uk/crb-criminal-records-bureau-check</p> |
| Group 2b - Financial / Social History Documents | | | |
| <p>Must be dated within last 3 months:</p> <ul style="list-style-type: none"> • Bank / Building Society Statement (UK) • Credit Card Statement (UK) • Utility bill (excluding mobile phone bills) • Benefit statement, e.g. Child Allowance, Pension. • A document from Central or Local Government, Government Agency, Local Authority giving entitlement, e.g. letter from DWP, Employment Service, Customs and Revenue, Job Centre, Job Centre Plus, Social Security. <p>Must be dated within last 12 months:</p> <ul style="list-style-type: none"> • Mortgage statement (UK) • Financial Statement (UK), i.e. pension, endowment, ISA. • council tax statement (UK) • P45/P60 statement (UK) | Yes | 1 of each applicable document | <p>Please see sections under Group 1 and 2a for details of when you may need to produce documents from Group 2b.</p> <p>You can find more information on proving your identity here: https://www.gov.uk/crb-criminal-records-bureau-check</p> |

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| <ul style="list-style-type: none"> work permit / visa / UK Residence Permit (UK). <p>Other documents</p> <ul style="list-style-type: none"> EU national ID cards Cards carrying the PASS accreditation logo (UK) (Proof of Age Standards Scheme) | | | |
|---|-----------------------|------------------|--|
| Name of Document | Original(s) required? | Number of Copies | Comments |
| Right to Work in the UK | | | |
| Passport | Yes | 1 | 1 copy of personal details pages & 1 copy of any current resident permits held |
| Evidence of visa status including letter from Home Office accepting you onto relevant scheme as well as your passport. | Yes | 1 | If applicable |
| Name of Document | Original(s) required? | Number of Copies | Comments |
| Proof of Qualifications | | | |
| GMC Certificate or valid annual GMC registration certificate | Yes | 1 | |
| Medical degree certificate | Yes | 1 | With a translated version if necessary |

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| Any other exam passes / college memberships required on the person specification and / or proof that you are sitting relevant exams within required timescale (if applicable) | Yes, if applicable | 1 | With a translated version if necessary. You can find 2013 person specification which give details of any other exam passes / college memberships required here: http://www.mmc.nhs.uk/default.aspx?page=911 . In late autumn 2013, these person specifications will be replaced by the 2014 person specifications. Please ensure you are referencing the most recent version. |
| Evidence of spoken and written English Language skills adequate to enable effective communication about medical topics with patients and colleagues | Yes, if applicable | 1 | English Language Skills can be demonstrated by: <ul style="list-style-type: none"> Undergraduate medical training in English OR International English Language Testing System (IELTS) results in a single sitting within 24 months of the time of application, with scores of 7 overall and in each of speaking, reading, listening and writing OR Other supporting evidence, not outlined above, such as a letter from supervisor attesting to English Language proficiency. |
| Demonstration of Foundation Competences: <ul style="list-style-type: none"> FACD 5.2 dated in the last 3 years (e.g. since July 2010, if applying for CT/ST1 post starting August 2013) OR Certificate(s) A, B or R if you have not completed a UK affiliated Foundation Programme in the last 3 years. | Yes | 1 | N.B. If you are a current F2, you do not need to provide us with any information at this stage. |
| Demonstration of Core Competences | Yes (if applicable) | 1 | Please refer to the relevant person specification for specific information on how to demonstrate core competence. You may need to bring evidence from work - based assessments of clinical performance (e.g. DOPS, Mini-CEX, CBD, ACAT) and Multi -Source Feedback or equivalent , ARCP or equivalent |
| References | Yes | 1 | Please ensure you bring three of your most recent references with you to your interview. This should include your current or most recent referee. |
| Other | | | |
| Current Criminal Records Bureau or Disclosure & Barring Service Certificate, or other UK equivalent, | Yes (if available) | 1 | You only need to bring this document if it is available to you. |
| Recent Passport Photos | 2 photos | N/A | |

What to bring to interviews or selection centres at the North Western Deanery

| NHS ID Badge | | | Please ensure that if you have an NHS ID Badge you wear this to your interview |
|---|-----------------------|------------------|--|
| During Interview | | | |
| Name of Document | Original(s) required? | Number of Copies | Comments |
| **Portfolio or Evidence Summary Folder ** | Yes | N/A | **Please bring any evidence you wish to present at the portfolio station, including relevant printed sections of your e-portfolio if you have one, e.g. WPBAs, foundation / specialty specific competences** |
| Evidence of Publications | Yes, if applicable | N/A | |

Please ensure that your portfolio/evidence folder or other associated documents do not include any Patient Identifiable Data

Last updated: 8th April 2013