



## Requested Documents Checklist

To complete your Registration with JCJ Locums we require the following documents to be included with your Registration Pack:

- Completed Registration Forms
- Completed Health Declaration form
- CV – Please account for any breaks in employment which are more than two weeks in duration
- 2 current Referees supporting the grade and speciality you wish to work at
- Copy of Original GMC Certificate or annual renewal
- Copy of current CRB Enhanced Disclosure
- ORIGINAL Passport and Visa Stamp
- 2 Passport Photos for files and ID Badge
- Copy of Professional Indemnity Insurance

Documentation evidence needed for Occupational Health clearance:

- Hepatitis B titre and surface antigen dated within the last 5 years
- Hepatitis C (If EPP or New/Re-Entrant to NHS)
- Rubella
- Varicella
- TB immunity – Documented evidence of BCG immunisation or validation of BCG scar (by a Family Doctor or Occupational Health Department) OR Mantoux/Heaf skin test dated within 5 years
- Measles )
- Mumps ) If EPP or New-Re-Entrant to NHS
- HIV )

**Please Note:** If you are from a high prevalence area of TB, a current UK Chest X-ray is required in addition to the above immunities.

Pathology reports for Hepatitis B and C, HIV will be accepted from your country of origin; however before starting a locum assignment in a NHS hospital: UK chest X-ray, UK Hepatitis B and C, UK HIV pathology reports will be required.

**Please note:** Any original documents sent to JCJ Locums will be photocopies and returned to you by Special Delivery the same day.

Thank you

June 2010

