



# ADVANTAGE ANGELS

## On-boarding document requirements

So we can get you signed up as quick as possible please could you send scans or phone pictures of the following documents (We only need 3 out of the 4):

- Driving License
- Passport
- Utility bill
- Birth Certificate

Please could you also send the following details **(TICK THEM OFF AND INCLUDE THIS SHEET AS A COVER SHEET TO YOUR APPLICATION TO ENSURE WE HAVE ALL THE RELEVANT INFORMATION TO PROCESS YOUR APPLICATION)**:

- Place of birth
- Change of surnames (if any) and dates with your Address history for the last 5 years (this information is essential if we need to apply for a DBS for you)
- NI Number
- Any previous convictions
- NMC Pin (if applicable)
- Qualifications (Certificates)
- DBS certificate
- 2 x references
- Bank details
- Tunic Size
- Picture of yourself for your ID badge (phone pic of yourself will suffice)

To get you the shifts that you need around your availability we also need to know the following:

- How many shifts per week ( 12 hours ) you would like, Shift preference ie days, nights, weekends or no preference.

Please note the above information will go on your profile so we know exactly what shifts you are happy to cover as a minimum but you can however pick up additional shifts if you would like to.

The registration process can take as little as a week if you are on the update system for your DBS and your References are received but please note that if the DBS has to be applied for and references chased this can take up to 4 weeks.

Please email this information to [registration@amhcare.co.uk](mailto:registration@amhcare.co.uk) and **ensure you have ticked all boxes and included all information requested.**