



# REGISTRATION REQUIREMENTS CARE SUPPORT WORKER

Registered office

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To register as a Carer with ERA you will need to supply the following information:

All applications are "by appointment", so please contact us on the number below to arrange an appointment with our Care Manager

The information required is listed below:

Detailed Reference\* Information, including;

- Contact Names
- Addresses
- Telephone Numbers
- Fax Numbers
- Email Addresses

\*Reference information is needed for 2 previous employers (one must be your current/most recent employer) and 1 character reference

A copy of your Driving License (If held);

If a Driving License is held we also need;

- Photo License and Counterpart copy
- Most recent up-to-date MOT Certificate
- Valid Insurance Policy Certificate

Two, Passport sized photographs;

For your Identification badge

Any relevant training certificates;

There are 7 mandatory courses that must be completed before you can work, these are;

- Manual Handling
- Fire Safety
- First Aid
- Health and Safety
- Infection Control
- POVA/POCA
- Safe Food Handling

We are required to do a Criminal Records disclosure (CRB), which costs £36.00 (payable by you).

This is a legal requirement and must be done even if you hold a previous CRB disclosure.

We need three forms of I'D to complete the CRB process. Please see the next section for proof of identity requirements

Acceptable Identity Documents:

CRB Price £36.00 to be paid before the CRB application can be sent off.

One form of I'D from Group 1

- Valid passport (any nationality)
- UK Driving Licence (either photocard or paper)
- Original UK Birth Certificate (issued within 12 months of the date of birth) (full or short form acceptable)
- Valid photo identity card (EU Countries only)
- UK Firearms Licence

Two forms of I'D from Group 2

- Marriage Certificate
- Non-original UK birth certificate (issued after 12 months of date of birth) (full or short form acceptable)
- P45/P60 statement\*\*
- Bank or building society statement\*
- Utility Bill (electricity, gas, water, telephone – Inc mobile phone contract/bill)
- Valid TV Licence
- Credit Card statement\*
- Store card statement\*
- Mortgage statement\*\*
- Valid insurance certificate
- Certificate of British Nationality
- British work permit/visa\*\*
- Correspondence or a document from:  
the benefits agency, the employment service, the inland revenue, or a local authority\*
- Financial statement (i.e. pension, endowment, ISA)\*\*
- Valid vehicle registration document
- Mail order catalogue statement\*
- Court summons\*\*
- Valid NHS Card
- Addressed Payslip\*
- National insurance number card
- Exam certificate (e.g. GCSE, NVQ)
- Child benefit book \*\*
- Connexions card
- Certificate of British nationality

\*Documentation should be less than 3 months old

\*\*Issued within the past 12 months

Once you have gathered the relevant information, please contact us on 01903 238636 to arrange an appointment to complete the application forms and interview.