



principle name in recruitment

Dear Doctor

Thank you for registering with Maxim Healthcare, we look forward to this being the beginning of a long and mutually beneficial relationship. Please find enclosed your "Recruitment Pack", which will provide all you need to register with us.

Maxim Healthcare is currently working in compliance with the NHS frame work in accordance with there Terms & Conditions of partnership. We are under the terms of this partnership to hold copies of various documents at are offices for each of are candidates. We most comply with this in order for them to work as a locum.

Therefore, please read through this letter and follow the instruction outlined, returning the pack to us with all the elements included - we have provided a checklist for you to check each document off, just to make sure we have everything we need to get you registered, and working as soon as possible.

An early reply to this letter would be appreciated as these details will greatly enhance your chances of being accepted for locum work where and when you require it.

If you have any queries regarding the enclosed information please do not hesitate to contact us on 01924 831188. Once your information is with us, we will contact you to confirm receipt and to discuss relevant locum positions.

We look forward to receiving your Registering documents and thank you in anticipation for your co-operation.

Yours sincerely

Katrina Lightowler  
Healthcare Consultant  
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Web Site: [www.maximhealthcare.co.uk](http://www.maximhealthcare.co.uk)



## Registration Checklist

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**We need the following documentation to offering you work.**

- Updated Curriculum Vitae.
- 2 Referees: relevant to the specialty which you have practiced within the last year.
- Current copy of MDU or MPS Certificate
- Current copy of GMC/License to practice Certificate
- Current PCT Listing letter
- Copy of your JCPTGP certificate or PMETB Certificate
- A signed copy of our Terms & Conditions
- Hepatitis B: dated evidence of immunity and titre levels within last 5 years.
- Enhanced Criminal Records Bureau Clearance.
- Copies of your Passport, Driving Licence and or Birth Certificate. ( 2 proofs required. )

**I will also need the following documentation as soon as possible, but it will not stop you being offered work.**

- Current copy of Smart Card
- Completed registration form with Bank Information,
- Two passport sized photographs: for your ID Card,
- Completed Pre-employment Health Questionnaire.
- Completed locum declaration form
- Copy of your National Insurance Number:

If you have any queries, please do not hesitate to contact me on 01924 831 188, and we will be more than happy to help you.

We look forward to receiving your reply and thank you in anticipation of your co-operation.

Yours Sincerely

Katrina Lightowler / Ian Knee

Healthcare Consultant