



## Recruitment Check-off List

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### Ensure that all new employee candidates have been issued with the following:

1. Copy of Contract of Employment
  2. Bank Details
  3. Garda Vetting Form
  4. Placement Policy
  5. Copy of Disciplinary Procedures
  6. Copy of HSE Policy Statement
  7. Copy of Quality Policy Statement
  8. Cop of Duties for Private Nurses in a Hospital Situation
  9. Copy of Competency Form
  10. Application Form
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### Ensure that we have received from all new employee candidates the following:

1. Registration certificate (Current)
2. Professional Qualification Certificates
3. C.P.R. Certificate
4. Manual Handling & Patient Lifting Certificate
5. Non Violent Intervention Certificate
6. Names of three (3) Professional Referees – (one being the last employer).
7. Curriculum Vitae (C.V.) all dates must be accounted for – No gaps.
8. Haemovigilance Certificate
9. Hepatitis C Certificate
10. Certificate of Health from local G.P. (within the last 6 months).
11. Signed copy of Contract of Employment
12. Completed Bank Details Form
13. Completed Garda Vetting Form & €15
14. Placement Policy

Signed:

Date: