



Welcome to Flax Healthcare.

We are thrilled to know that you have decided to take the first step in pursuing a career role with us.

Please download all the required forms that relate to your choice of career from our website; www.flaxhealthcare.com/recruitment

We **recommend that you read the Staff Handbook ONLINE**, agree and sign the declaration on the Application Form.

If you have received an application pack through the post, we have not added the Staff Handbook. Likewise, we would **recommend that you read it ONLINE**, become informed by it, in order to sign the declaration on the Application Form included in the pack.

After filling and signing the form, please **scan and return** the completed forms to: info@flaxhealthcare.com

or send them by post to:

Flax Healthcare Ltd, 22 Meadowridge, Basingstoke – Hampshire RG22 4QH

We wish you the very best with your career and a great time in the future with us.

For **NURSES**, please ensure the following forms are returned or submitted:

- NURSES' REGISTRATION FORM
- DBS APPLICATION FORM
- EQUALITY & DIVERSITY MONITORING FORM
- NUMERACY & DRUG CALCULATION ASSESMENT
- OCCUPATIONAL HEALTH (OH) NEW EMPLOYEE QUESTIONNAIRE

For **HEALTHCARE ASSISTANT & SUPPORT WORKERS**,

please ensure the following forms are returned or submitted:

- HEALTHCARE ASSISTANT & SUPPORT WORKER REGISTRATION FORM
- NURSES' REGISTRATION FORM
- DBS APPLICATION FORM
- EQUALITY & DIVERSITY MONITORING FORM

AS A NURSE, ALONG WITH THE FORMS, you will also need to provide a copy of the listed documents below for us to process your registration.

1. Passport Identification
2. CV
3. 2 Passport Sized Photos
4. Educational (Degree /Diploma) Certificates
5. Proof of Address (Provide bill or Bank Statement)
6. Immunisation Records
7. National Insurance Number
8. RCN Membership
9. NMC Register Entry Letter.
10. Limited Company Certificate (If Applicable)
11. DBS Register Number (If Applicable)

AS AN HCA OR SUPPORT WORKER, You will also need to provide a copy of the listed documents below for us to process your registration.

1. Passport Identification
2. 2 Passport Sized Photos
3. Proof of Address (Provide Bill or Bank Statement)
4. Immunisation Records
5. National Insurance Number
6. Limited Company Certificate (If Applicable)
7. DBS Register Number (If Applicable)