**Face to Face Appointment Checklist**

**Important information for optometrists applying to the NHS England Performers List**

When attending for your face to face appointment with PCSE you must take a copy of your completed NPL1 form to be signed or resigned and dated at the interview.

You must take the following **original** documents. Please also take a photocopy of all your documents with you:

* Up to date CV (List the months and years of each post held and ensure the information on clinical posts matches section 3 of your NPL1 form. Please provide an explanation in your CV if section 3 shows any gaps in employment of over one week.)
* Valid Passport (or where the applicant does not have a passport, an acceptable alternative photo ID)
* Indemnity insurance certificate (i.e. evidence of membership of a professional defence organisation, at an appropriate level)
* Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate that **MUST** be linked to the DBS online update service. DBS certificates that are not linked to the online update service are not acceptable.
* Graduation/Degree Certificate
* Evidence of **Level 2** child protection training. Please ensure that the level is stated on your certificate.

**It is essential that all supporting documents provided are in the same full name or you can provide evidence of a name change i.e. marriage certificate, change of name deed. It would be appreciated if documents could be provided single sided and not stapled if possible.**

If you **have lived outside the UK for any period during the past 5 years** (including if you are currently living abroad) you will need to provide the following additional documents

* Police check
* Applicants who have studied or trained in the UK or Irish Republic must provide a certificate of graduation or postgraduate training from a UK or Irish Republic optometry school
* Applicants who have not studied or trained in the UK or Irish Republic must provide communications skills evidence as explained in section 4 of the NPL1 application form

If you are **currently living outside of the UK** you will also need to provide:

* Certificate of good standing
* A permit to work in the UK

**Any documents not in English, must be translated into English by a bonafide recognised body and signed by an official translator.**

**Additional information regarding DBS certificates**

The disclosure and barring update service applicant guide, dated January 2014 states that subscription to the online update service is not a requirement of the DBS but some organisations may make subscription a condition of employment. **NHS England has placed this requirement on all applications to the Performers List. It is also a requirement to renew your subscription to the DBS update service every year.**

You must provide an original DBS Enhanced Disclosure certificate that is registered for the DBS online update service <https://www.gov.uk/dbs-update-service> If you do not register for the service within 19 days of receipt of the certificate it will become invalid and you will need to apply for a new certificate.

You are advised to check with your employer in the first instance as some employers provide a service that employees can access to obtain a DBS check.

AOP members can obtain a DBS check via [Complete Background Screening Ltd](http://www.cbscreening.co.uk/). Call 01443 799900 or email info@cbscreening.co.uk, quoting the Association of Optometrists and your AOP membership number.