



HR Documents

Are you eligible? Having your documents ready for your job search.

Embarking on a search for a new job can be daunting however like all things in life it can go more smoothly with forward planning. This short article is aimed at ensuring you have the relevant **factual** information at hand. This is important as agencies (like 20:20 Selection Ltd) and importantly employers do need to check your legal, employment and academic documentation. Hence if you have all this in order, then when it comes to you being made that perfect job offer the contract/job offer letter is likely to be with you more quickly.

The following checklist should help you with your preparation:

- Passport & Visa (if applicable) – an employer can be fined for employing individuals who are not eligible to work in the UK
- Driving Licence – you will need the paper and photo card parts. For field based positions you will need a valid UK driving licence with no more than 6 penalty points. It is important you make clear declarations about your driving history when asked as employers will check this with the DVLA.
If you have a non UK licence holder and need to convert your licence the following link will give you some guidance:
http://www.direct.gov.uk/en/Motoring/DriverLicensing/DrivingInGbOnAForeignLicence/DG_4022562
- A recent payslip. This will validated your current basic salary and your National Insurance number. If you are in receipt of other monthly benefits such as a car allowance this will also be verified on the payslip.
- ABPI certificate – if you have sat and passed the examination you will need to produce your certificate if you are offered employment with a pharmaceutical company. If you have misplaced this, the following link may help
https://extranet.abpi.org.uk/web/abpi/exams.nsf/pages/duplicate_certificate_request
- Highest education certificates (degree, nursing, A levels etc)
- For nursing roles you will need your current NMC PIN number and date of expiry. Plus you will also be asked about the date of your last CRB check however your new employer will need to undertake a fresh check.
- For sales positions you should also put together your 'Brag File' or portfolio of successes which should include Sales Data, other performance against KPIs, recent appraisal documents; in fact anything that you can use to sell you and differentiate you in the marketplace.

If you are not facing redundancy, timing your job search is also something to consider. For example,

- We do come across people who may be tied in to car schemes. You are advised to carefully calculate the costs involved to you in walking away from your current agreement, as not all employers offer car opt-out schemes.
- If you are going to jeopardise any bonus/incentive payments pay by leaving before a certain date.

- If you have significant holiday commitments it is important you flag these. A job offer may be subject to you attending a training course on a specific date for a fixed time, however discussing these with your Recruitment Consultant early in the process may mean this can be negotiated. Also remember that holiday entitlement will be prorated depending at what stage of the leave year you commence work.

At 20:20 Selection, we are here to help and guide our candidate along the process. Our specialist team can be contacted on 0845 026 2020 from 08:30 – 18:00 weekdays.



20:20 Selection
Perfect Vision, Not Hindsight

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