

You will need to bring the following **Eligibility** documents with copies to interview, and a lever-arch **Evidence** folder.

Eligibility documents

TIP: You must provide photocopies of all eligibility documents kept separate from your Evidence folder (eg in a cardboard folder or wallet).

Personal identification documents

You should provide one form of photographic identification, ideally your passport where possible. If you do not hold a passport, then you should provide a photo-card driving licence. If you are not able to provide either of these documents, please see the [NHS employers website](#) for further guidance.

When photocopying your passport, you must photocopy the details page at the back (your photo, passport number, date of birth, etc.) and the front outer cover displaying the word 'passport' and the name of the issuing country.

UK eligibility

UK/EEA nationals - provide your passport or birth certificate, and (if relevant) any naturalisation papers.

Non-UK/EEA nationals - provide your passport, containing evidence of your current visa status with dates, and any other documentation such as your biometric card/residence permit and/or a letter from the UK Home Office. **Please be aware that your immigration status documents must include details of your sponsor on them.**

TIP: If you have used your passport and accompanying photocopy as a personal ID document you will need to provide another photocopy of this for use here as UK eligibility.

GMC documentation

If you will be registered with and licensed by the GMC at time of interview please show your registration status from the regulator's website (dated no earlier than 7 days prior to the interview). Where possible this should be shown on your phone, alternatively it is permissible to provide a print out.

Other eligibility documentation

If further documentation is required, you will be notified ahead of the interview.

Evidence folder

TIP: You do not need to provide photocopies of any documents in the Evidence folder

As well as showing your eligibility you also need to provide documentation which backs up the claims made in your application form. Missing evidence will be treated as you not having the achievement.

It is extremely important that you organise your Evidence folder in the manner specified here. If the interviewers are unable to verify that your evidence matches the achievements listed on your application form - including due to poor organisation - then you may be marked down on this basis.

Evidence Summary Form

The Evidence Summary Form (ESF), which acts as a contents page, **must** be the first page of your folder, and it **must** reference every document you have included in the Evidence Folder.

TIP: Make sure you use the most up to date version of the ESF which can be downloaded from the IMT Recruitment [document library](#).

If you have no items to include under a particular category on the ESF, add 'n/a' in the corresponding box.

You must put your evidence into your folder in the order of the Evidence Summary Form.

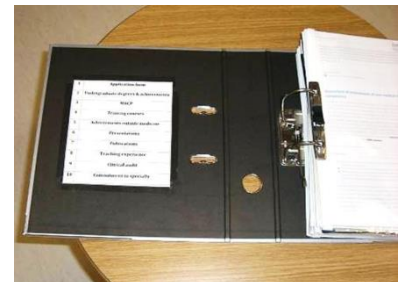
Dividers

You must have clearly labelled dividers to separate the sections. You may also wish to include an index/table of contents to make finding your evidence as easy as possible.

Evidence of achievements

- > Be concise – only include enough evidence to demonstrate achievements.
- > Any documentation not in English must be translated.
- > Examples of evidence can include:

- | | | |
|---|---|--|
| ✓ A certificate or diploma | ✓ Highlighted sections in an article or publication | ✓ Formal workplace-based assessments |
| ✓ An official headed letter | ✓ Feedback from teaching | ✓ Structured multi-source feedback |
| ✓ Slide hand-outs or shows from presentations | ✓ Print outs of presentations, QIs, etc | ✓ Any other items which support your relevant activities |



Patient-identifiable data

You must ensure none of the documentation you use at interview contains information which could be used to identify patients, as this would be a breach of patient confidentiality; this includes hospital or NHS ID numbers.

As such, all patient-identifiable data must be redacted. You could be reported to your employing trust for failing to do so.

Finally... Once your evidence has been checked by interviewers, your folder will be returned to you before you leave the interview centre.