

Date as Postmark

Dear Applicant,

**Re: Application for SNA Membership**

Thank you for your enquiry about registering with SNA, operating since 1988 and providing an efficient service locally, nationally and internationally. SNA has a wide range of work and many staff benefits such as Awards, Holidays and Training.

I have pleasure in enclosing an application form for SNA membership.

You would however have to phone the office and make an appointment to hand in your application form with the following documents: **(Please note that we will not be able to register you unless all items listed below are available on registration)**

- PIN card and NMC statement of entry (applies to qualified nurses' & midwives only)
- Details of supervisor ( Intention to Practise midwives only)
- RCM/RCN Membership Card (Unison)
- CV
- Passport
- Details of Immigration Status
- P45 if applicable, and details of bank/building society account
- National Insurance Card
- Pathology Report of Rubella, Measles, Mumps, BCG, Varicella Hepatitis B Antibody levels,
- Validated sample of Hepatitis B and Hepatitis C surface antigens, (midwives and theatre nurses only)
- Validated sample of HIV (midwives and theatre nurse only)
- £60.00 for an Enhanced Police Check Report (to be done by SNA) & one of the following: Utility Bill, Bank Statement, NHS Card, Previous Payslip
- Training School Certificates: Midwifery or Nursing Professional Certificates
- Annual mandatory training certificates: Manual Handling, Health and Safety, Basic Life Support, Infection Control Food Hygiene and Safeguarding
- Training in Resuscitation of the new born & Interpretation of cardiocograph tracing (Midwives Only)
- 4 Passport Photographs
- £1.50 for ID Badge
- 10 years work history

Where possible, we like to obtain references before interview. Please provide the names and addresses of two referees, with telephone and fax number (preferably). The two referees must be professional people (stating their professional title) in connection with your last or current employment. The referees must be of a senior position to the applicant, must be from a work place address and must not be from the same hospital.

We look forward to receiving your fully completed application form. In the meantime, should you have any queries, please do not hesitate to contact us.

Thank you for registering with SNA.

Yours sincerely,

STANDARD NURSING AGENCY