

HOW TO APPLY:

At Royalty Care Solutions, we ensure a smooth and quick application process as long as the application form is fully completed and the requested paperwork is submitted. Please download the relevant application form at the bottom of this page.

Please submit the application form either by post or via email.

APPLICATION PROCESS:

Step 1 - Employee submits the application form either by post or online with requested documents.

Step 2 - Application received and reviewed by Royalty Care Solutions recruitment team

Step 3 - Candidate contacted for a suitable interview date and time.

Step 4 - Interview completed.

Step 5 - Email sent to advise of interview outcome and if successful, acceptance confirmed subject to DBS check, training and receipt of references.

Step 6 - Candidate makes payment for the DBS application. DBS and references sent. DBS checked online if candidate on the DBS update service.

Step 7 - Training referral to partner organisation if mandatory training not completed. Candidate meets the cost of training.

Step 8 - Confirm receipt of references, DBS, training and Employment Checking Service summary for candidates who can't show their right to work status documents.

Step 9 - Candidate activated to work for Royalty Care Solutions Ltd.

Step 10 - ID badge issued.

DOCUMENTS REQUIRED:

We require the following documents from all candidates together with the application form:

- Right to work documents (Passport, Biometric Card).
- Passport size photographs x2 (Attach on application form if submitting online and send one to us for your ID badge).

- DBS application fee and addresses for the past 5 years (Candidates NOT on DBS update service). DBS certificate copy front and back (if registered on the DBS update service).
- Mandatory and Statutory training certificates.
- Degree certificate (Nurses only).
- NMC letter showing the PIN Number and Indemnity Insurance cover (for nurses).
- Vaccination history (Nurses and Health Care Assistants only).
- Acceptable proof of address x 2 within the last 3 months (Mobile phone bills not acceptable).
- NI Card