

Onboarding:

For Dentists and Nurses

When you reach the onboarding stage with Hire a Dental Surgery, we'll need the following information and documents to complete your setup. Please have these ready to ensure a smooth start to your employment.

1. **Staff Details** – Basic personal and contact information.
2. **Emergency Contact Details** – Name and number of someone to reach in case of emergency.
3. **Medical History** – Any relevant health information for workplace safety.
4. **Contract** – Signed employment agreement.
5. **Induction Document** – Confirmation of completed induction and policy review.
6. **Hep B & Immunisation History** – Vaccination and immunisation records.
7. **DBS Check** – Copy of your current Disclosure and Barring Service certificate.
8. **GDC Registration** – Proof of current General Dental Council registration (if applicable).
9. **Indemnity** – Evidence of professional indemnity insurance.
10. **Qualifications** – Certificates or proof of relevant qualifications.
11. **References** – Details of two professional references.
12. **CV** – Up-to-date curriculum vitae.
13. - CPD outline all course i.e. safeguarding. Once your sign up is complete and you have portal access, your required CPD will be displayed. You can upload your CPD or complete free courses to meet onboarding requirements.

All submitted information will be treated confidentially and used only for employment verification and compliance.