



**Hamill House**  
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## **ENHANCED DISCLOSURE AND BARRING SERVICE and REGISTRATION REQUIREMENTS**

### **ENHANCED DBS CHECK MUST BE FROM JESSAMY STAFFING SOLUTIONS LIMITED OR BE REGISTERED WITH THE UPDATE SERVICE**

**\*If a DBS is from our agency but not registered with the update service – it is only valid for 12 months.**

**\*If it is not with Jessamy Staffing Solutions or on the update service – a new one must be in place before working.**

### **DOCUMENTATION REQUIRED**

**Please note that you have to provide original documents listed in group 1 and 2 below, where our staff will take copies and give the original back to you.**

- **VALID WORK PERMIT (Or if Student, College ID and Student Visa)**

- **BRITISH BIRTH CERTIFICATE/PASSPORT**

**(or other current Home Office Document authorizing you to work in UK)**

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#### **KINDNESS.LOVE.CARE**

Jessamy Staffing Solutions Ltd trading as Jessamy Platinum Homecare  
Hamill House, 112-116 Chorley New Road, Bolton, Manchester, BL1 4DH, United Kingdom  
Company No. 12477441. VAT No. 358943843. DUNS No. 225725680  
**Email:** [admin@jessamystaffing.co.uk](mailto:admin@jessamystaffing.co.uk)  
**Website:** [www.jessamystaffing.co.uk](http://www.jessamystaffing.co.uk)

- **NATIONAL INSURANCE (NI) CARD**

**(Or P45 or P60 or letter confirming you have applied for Ni**

- **PROOF OF ADDRESS E.g. Driving Licence, Utility Bill, or any formal letter with your name and address**

- **2 CURRENT PASSPORT SIZE PHOTOGRAPHS**

- **CRIMINAL RECORDS BUREAU CERTIFICATE**

**(CRB/ENHANCED DBS) you apply with us.**

- **TRAINING CERTIFICATES, e.g. Moving & Handling, Basic Aid etc.(If you do not have the certificates, we will provide/arrange training)**

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