



## FAQ's

### How to become a Chalkface Worker?

To register with us call 020 8570 1400, to talk with one of our consultants. They will ask you some questions about the type of work you are looking for, your experience and qualifications, a few other questions to check if you are eligible to work for us and our clients.

The consultants will then ask you to send your CV and arrange a time for you to come to our office and register. After the registration we will process your CRB and obtain your references. Once these are obtained and checked, we can provide you with work.

### What is involved in the registration?

We will firstly give you some paper work to complete. This paperwork will make up your profile. It is all very basic information about you, your qualifications and experience. The majority is documents that need to be read and signed such as confidentiality agreements, rehabilitation of offender's declaration and contract of employment. We will also be taking copies of your proof of identity and address, your National Insurance number and your education and training certificates. A photograph will be taken of you for our records and your CRB will be processed if applicable.

Once the paperwork is finished, you will meet your consultant, who will conduct a short informal interview with you. This is to allow the consultant to understand what your requirements are. They will explain more about the work we have available and the process involved.

### What documents do I need to bring?

- Photographic proof of identity, either Passport or UK Driving License
- If you are from overseas we will need your documentation stating that you are eligible to work such as Visa, Home Office or Borders and Immigration Authority letter.
- National Insurance Number
- 2 Utility Bills as proof of address, excluding mobile phone bills.
- References from past employers or managers, these must all be on headed paper or with a compliment slip.
- £40 for your CRB Check, if applicable to the work you are registering for.
- Qualifications and Certificates as follows:

#### Care and Support

- First Aid
- Moving & Handling

**Call us on 020 8570 1400 or email us at [chalk.face@btconnect.com](mailto:chalk.face@btconnect.com)**

- Fire Awareness
- Food Hygiene

**Education**

- GTC Registration
- Educational Certificates

**Industrial**

- Aviation Security Level 4
- Forklift License

**Medical**

- General Practitioner Qualification
- up to date GMC Certificate
- up to date MDU Certificate
- must be on a performers list
- must be on a joint committee
- up to date vaccinations

**Do I have the right qualification and experience?**

For our social care sector we ask for a minimum for 12 months experience or a NVQ Level 2 in Health and Social Care, or equivalent.

Nursery Assistants and LSTA must have a years experience before you work for us. Nursery Nurses need to have NVQ Level 3 or an equivalent qualification.

To work as a teacher for us you must be educated to one of the following qualifications:

- Bachelor of Education (Bed) Course
- Bachelor of Arts or Science with QTS Course
- PGCE
- School Centred Initial Teacher Training
- Teach First Program
- An overseas teaching qualification that has be verified the same level as one obtained in the UK, by UK Naric.

We would ideally ask that all warehouse operatives have a Forklift License and Aviation Security Level 4. We also ask that you have experience in a warehouse for a year before working for us.

All Sales and Administrative jobs do not have a specific time needed before you can work but we do expect you to have some good experience or relevant qualifications before we register you.

For all candidates we will take 3 years worth or references from employers or managers, except those seeking work in warehouses or with children and then we will take 5 years.