

Winning medical applications

Once you have found a medical job that matches your skills and what you are looking for, you can apply for it easily online through NHS Jobs. Whether it is a locum post, a specialty doctor position, or a consultant position, you will want to submit an application that presents you in the best possible light. Here are some things to bear in mind when making a medical application.

Before you start

Take time to read the job description, person specification and application form very carefully, so you understand fully what is expected of you. Make sure you are clear in your mind why you are applying for a particular role and what you can bring to it in terms of skills and personal attributes. And make sure those things sing out loud and clear on your form.

Are you eligible?

Check you are eligible for the position and meet the criteria in terms of:

- your immigration status
- registration with the General Medical Council (GMC) or General Dental Council (GDC)
- your language skills
- the examination requirements
- the level of experience required.

Provide evidence

Every statement you make on the form should be backed up with evidence to show how you meet the person specification. Gather dates and titles of any qualifications, publications, research, audits or presentations relevant to your application.

Tackling competency questions

These questions are designed to help establish whether you have the key competencies or skills required for the job. So it is important to find an effective way of getting your answers across. It may be helpful to use a structure based on:

- the situation - where you briefly explain the situation or task
- the action - where you explain what action you took and why, demonstrating your key attributes and skills
- the result - where you explain the outcome of your action, and what you accomplished.

Other skills you will need to demonstrate

It is important to provide evidence of your personal skills, as well as your clinical ones. Ultimately you need to show that you:



Evidence of qualifications - Greece

This page is to explain what evidence of qualifications doctors who qualified in Greece need to supply to support their application.

Medical regulatory authority in Greece

Hellenic Republic Ministry of Health and Welfare
Division of International Relations
17 Aristotelous Street
10187 Athens
Greece
Tel: +30 210 5233 7763
Fax: +30 210 5236 023
Email: yyp8@compulink.gr

Please note that you should in the first instance contact your local region health section rather than the Ministry of Health and Welfare. See separate list of Greek medical regulatory authorities for issuing compliancy letters.

Below is information about:

- Provisional registration with a licence to practise – **you cannot apply for provisional registration with a licence to practise**
- Applying for full registration with a licence to practise
- Applying for entry onto the Specialist Register
- Applying for entry onto the GP Register

Full registration with a licence to practise

The documents you will need to send to us depend on the date you started your basic medical training. Please see the table below.

Important dates	Documents required	Documents must be issued by:
You began your basic medical training on 1 January 1981 or later	<ul style="list-style-type: none">• Α Πτυχίο Ιατρικής (Ptychio Iatrikes)	Greek university
You began your basic medical training before 1 January 1981	<ul style="list-style-type: none">• Α Πτυχίο Ιατρικής (Ptychio Iatrikes) <p>AND EITHER</p> <ul style="list-style-type: none">• A document which confirms that the training leading to the	Greek University Greek region

**Important
dates****Documents required****Documents must be issued
by:**

award of your Greek primary medical qualification meets the standards detailed in Article 24 of Directive 2005/36/EC

OR

- A document which confirms that you have effectively and lawfully been engaged in actual medical practice for at least three consecutive years during the five years preceding the award of the certificate (as detailed in Article 23.1 of Directive 2005/36/EC)

Greek region, or the competent authority of the EEA Member State or Switzerland where you are now working

In addition to the above

If the title of your Greek degree is not as described above you will also need to send to us a document from a Greek region which confirms that your qualification is treated by Greece as equivalent to the Πτυχίο Ιατρικής (Ptychio Iatrikes) as detailed in Article 23.6 of Directive 2005/36/EC.

Applying for entry onto the Specialist Register

To be entered onto the Specialist Register you must hold full registration.

Direct entry

Your specialty must be listed in Annex V of the Directive 2005/36/EC by the country that awarded it and have a corresponding entry for the United Kingdom. If you are eligible for direct entry onto the Specialist Register, as set out below, and you do not already hold full registration, you should apply for full registration with a licence to practise and entry onto the Specialist Register at the same time.

The documents you will need to send to us for entry onto the Specialist Register depend on the date on which you started your specialist training:

**Important
dates****Documents required****Documents must
be issued by:**

You began
your specialist
training on
**1 January
1981 or later**

- Α Τίτλος Ιατρικής Ειδικότητας
(certificate of medical specialisation)

Greek region

You began

- Α Τίτλος Ιατρικής Ειδικότητας

Greek region

your specialist
training
**before 1
January 1981**

(certificate of medical specialisation)

Greek region

AND EITHER

- A document confirming that the training leading to the award of your specialist certificate meets the standards detailed in Articles 25, 26 and 27 as appropriate of Directive 2005/36/EC

OR

- If your specialist training does not meet those standards we will need a document confirming that you have been practising in the specialty in which your specialist certificate was awarded for at least three consecutive years during the five years preceding the award of the certificate (as detailed in Article 23.1 of Directive 2005/36/EC)
- Greek region or the competent authority of the EEA Member State or Switzerland where you are now working

In addition to the above

If the title of your Greek specialist certificate is not as described above or the specialty in which it is awarded is not the same as that specialty listed in Annex V of Directive 2005/36/EC, you will also need to send to us a document from a Greek region confirming that the specialty is treated in law by Greece as a certificate of medical specialisation in the relevant specialty as detailed in Article 23.6 of Directive 2005/36/EC.

Certification

If you do not fulfil the above criteria you should complete an application for full registration first and tell us what specialist qualifications you do have. We will assess your application for full registration and review your specialist qualifications.

If you are not eligible for direct entry onto the Specialist Register we will refer you to our Specialist and GP Certification Team once your full registration has been granted.

The team will tell you whether you are eligible to apply for entry onto the Specialist Register through specialty equivalence and advise you on what to do next.

See more guidance on specialty equivalence.

Applying for entry onto the GP Register

To be entered onto the GP Register you must hold full registration.

Direct entry

If you are eligible for direct entry onto the GP Register, as set out below, and you do not already hold full registration, you should apply for full registration with a licence to practise and entry onto the GP Register at the same time.

The documents you will need to send to us for entry onto the GP Register depend on the date on which you started your GP training:

Important dates	Documents required	Documents must be issued by:
You began your GP training on 31 December 1994 or later	<ul style="list-style-type: none">• Α Τίτλος ιατρικής ειδικότητας γενικής ιατρικής (certificate of specific training for general medical practice)	Greek region
You began your GP training before 31 December 1994	<ul style="list-style-type: none">• Α Τίτλος ιατρικής ειδικότητας γενικής ιατρικής (certificate of specific training for general medical practice)	Greek region

AND EITHER

- A document confirming that the training leading to the award of your GP certificate meets the standards detailed in Article 28 of Directive 2005/36/EC
- Greek region

OR

If you are eligible for entry onto the GP register, on the basis of acquired rights specific to general practitioners, you will need to send to us:

- A certificate of acquired rights for general medical practice. The certificate must state that it was issued to you in accordance with Article 30(1) of Directive 2005/36/EC
- Greek region

Certification

If you do not fulfil the above criteria you should complete an application for full registration first and tell us what general practice qualifications you do have. We will assess your application for full registration and review your general practice qualifications.

If you are not eligible for direct entry onto the GP Register we will refer you to our Specialist and GP Certification Team once your full registration has been granted.

The team will tell you whether you are eligible to apply for entry onto the GP Register through specialty equivalence and advise you on what to do next.

[See more guidance on GP equivalence.](#)

Application Form Guidance

We want to help you have the best possible chance of finding the right job with the NHS through NHS Jobs. Please take a few minutes to read the advice provided in this guidance, which has been designed to help you submit a good application form, giving you the best chance of getting a job in the NHS.

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General Advice

Why is it important to complete the application form correctly?

Making a good first impression is vital, remember, the NHS Jobs application form will be your first point of contact with a potential employer.

It is important to ensure you complete the application form correctly as it plays an important part of the selection process and the information you provide on the application form is used to decide whether or not you are invited for interview.

How can I make sure that I fill it in correctly?

Before you begin completing the application form take time to read all the information supplied to you with the vacancy advert. You should pay particular attention to the Job Description and Person Specification.

You should use your application form to show that you meet all or most of the essential criteria outlined in the person specification for the position. If you fail to demonstrate this in your answers, or you are unable to meet these criteria, it is unlikely you will be shortlisted for an interview for that post.

The employer may also supply you with additional information about the position, some special instructions or useful details about the organisation.

Before submitting your application ensure that you take time to read through the form to check for any errors or omissions, you will not be able to make any changes once the form has been submit.

Remember, you can save your application at any time without submitting it. The employer will only be able to view your application form once you have selected 'submit'.

Where can I get further information about the vacancy or about working for the NHS?

Employers will often attach additional documents to their advert or provide further links which will provide you with more information about the position and/or the employing organisation. If however, you do have questions which are not answered in the information provided, you may wish to consider contacting the named contact as specified within the advert for an informal discussion, details of whom will be stated on the advert.

You will also notice some 'useful links' on the website which will provide you with further information on a wide variety of subjects from working in the NHS, more detailed careers information and a practical guide to finding jobs through NHS Jobs.

Hints and Tips

- ❖ Please check the closing date of the vacancy carefully. You will not be able to submit your application after this date. In some cases employers may close the vacancy early if a suitable volume of applications have been received, therefore you are advised to submit your application form as early as possible prior to the closing date.

Completing the Application Form

What should be included in each part of the application form?

What is each section of the application form used for?

The application form is split into seven sections as follows:

Personal information - The information provided within this section will not be used for shortlisting but will be kept separately for administrative purposes, monitoring and reporting.

Monitoring Information – The information provided within this section will not be used for shortlisting but used for monitoring purposes only. Public sector organisations are legally required to monitor certain information about applicants to ensure that Equality & Diversity rules/laws are followed.

Qualifications/training - Ensure you provide information on the education and professional qualifications you have gained and/or are currently studying, in order of most recent. Make sure you provide all the information needed including year of study, level of examination (e.g. GCSE, GCE O Level or A Level) and grade/result obtained.

If you are invited for an interview, you may be asked to produce original certificates as proof of the qualifications held.

Specify training courses you have attended that are relevant to the post for which you have applied for.

Employment history - Please ensure you provide a full employment history in order of current or most recent first, for each give a brief description of your duties and responsibilities.

Please ensure you provide details of any periods not accounted for within your career history within the 'Supporting Information' section. This should include details of any career breaks or periods of unemployment and the reasons for these.

Additional information - How can I make the most of the additional information section to promote myself?

The supporting information section of the application form is extremely important. This is your opportunity to promote yourself, to provide evidence to the selection panel that you have the competencies they are seeking. (A 'competency' is the term used to describe the knowledge, skills, attributes and attitudes that provide a clear indication of what an individual needs to carry out the role effectively.)

It is vital to refer to the job description and person specification to examine the skills and knowledge being asked for and make sure that you provide evidence against each of these, as your application will be assessed against these. Demonstrate your skills by providing specific examples; give thought to previous work experience but do not forget the skills that you may have gained outside work, for instance voluntary work, hobbies or academic work. If you have been out of paid employment for some time, or have never been employed before draw on the responsibilities and skills you have gained more recently. List each of the essential skills as sub headings within the additional information section and add examples under each sub heading showing how you have met each skill.

When giving examples ensure you describe your experience and more importantly describe what part you played, why you did what you did and what was the final outcome.

Please be aware that the employer may also ask you, within the advert or any additional documents, to provide specific information in this section, so before you begin completing the application form take time to read all the information supplied to you with the vacancy advert.

References - Whom should I provide as referees?

It is important that you provide as a minimum references covering a minimum of 3 years employment/training. If you are or have been employed, these should include your two most recent employers, your line manager or someone in a position of responsibility who can comment on your work experience, competences, personal qualities and suitability for the post.

The following guidance may help you decide whom you should provide as a referee:

All requests for references will be sought through your line manager or other relevant department manager and your employment history will be verified through the organisation's Human Resources department or other relevant recruitment function. Please provide full contact details (including email addresses). Referees may be contacted prior to interview.

- ❖ If you are, or have been employed, your two referees must be from your two most recent employers.
- ❖ If you have never been employed, have worked as a volunteer or have been in full-time education, you may provide a referee as a person in a position of responsibility, for instance a teacher, tutor, university lecturer or manager.
- ❖ If you have not been in employment for a considerable amount of time but have had previous employment, you should seek one reference from your last known employer and a personal reference from a person of some standing within your community i.e. doctor, solicitor, MP etc.
- ❖ If it is not possible to provide a personal reference then seek one from personal acquaintances not related to or involved in any financial arrangement with you.
- ❖ Personal references such as friends and relatives are not acceptable unless stated previously

In order to reduce the possibility of delays in receipt of references you are advised to contact your referees in advance to clarify that they are happy to provide a reference, check that you have their correct email address and to inform them that they might be receiving a reference request in the near future.

Hints and Tips

- ❖ Where possible email addresses should be provided, this will help speed up the recruitment process should you be successful
- ❖ Please ensure you provide **full** and accurate contact details for each of your referees to avoid any delay in the recruitment process

What if I do not want my referees to be contacted prior to interview OR if I am not able to provide referees?

If you do not wish your referees to be contacted prior to the interview, please indicate this on the application form by selecting 'no' to the question asked on the form 'Can the referee be contacted prior to interview?'

If you are unable to provide referees then please state clearly the reason why, in order that the employer can consider all circumstances.

Submit - Before submitting your application ensure that you have fully checked each section for errors. Once all errors have been checked you can click submit to forward your application to the employer.

Hints & Tips

- ❖ Please **do not** complete the application form in block capitals or use "text speak"
- ❖ Be honest about the information you provide
- ❖ Please note that all questions marked with an asterisk '*' are mandatory and, therefore, must be answered
- ❖ Take time to think about what skills and experience you have both inside and outside your employment/work experience/training that may be relevant to the position you are applying for
- ❖ Use each of the desired skills as sub headings within the additional information section and add your examples under each sub heading. Ensure that paragraphs are kept short and to the point and that the additional information section is easy to read
- ❖ Remember you can save your application form at any stage. (This allows you time to think about what you have written and amend it later if necessary)
- ❖ Application forms can be stored electronically and tailored for future jobs
- ❖ By completing an electronic application form it demonstrates to the employer that you have the relevant computer skills
- ❖ Make the most of the 'supporting information' section - this is your chance to promote yourself
- ❖ Key points - put the most important points first to grab the employer's attention

- ❖ Provide examples of situations where you've used relevant skills
- ❖ Spelling and grammar - make sure you check your spelling and read through your application form carefully
- ❖ Get a second opinion - use family/friends to double check your form
- ❖ Double check - always ensure that you read through your application form and that it looks professional before you submit
- ❖ It is important that you mirror the language **used** in the person specification but also elaborate on this
- ❖ Be familiar with what you've written - if you're called for an interview, you're likely to be asked about it
- ❖ Think about how you would like your application form to read if you were looking for employees. What would make a good application stand out?
- ❖ Remember that first impressions count
- ❖ Most vacancies give the contact details of someone at the organisation that you can get in touch with if you need further clarification about a vacancy before completing the application form
- ❖ If you're unsuccessful, contact the NHS organisation that you applied to, and ask if they can provide any feedback about your application

Job Description & Person Specification

The **Job Description** outlines the main duties and responsibilities of the position.

The **Person Specification** details all the relevant, essential and desirable qualifications, skills and knowledge required for the position.

Ensure that you read the job description and person specification carefully - make it clear to the employer through your application, how you meet the criteria specified in the person specification.

Professional Registration

Certain types of jobs within the NHS can only be carried out by people with a UK Professional registration, for instance General Medical Council (GMC), Nursing and Midwifery Council (NMC), Healthcare Professional Council (HPC) registration etc. Jobs that require the post holder to have a professional registration will state this within the advert or within the person specification.

If you have a current UK professional registration please ensure you provide all the information required including registration body, registration type, registration PIN and expiry/renewal date.

Any offer of employment will be subject to confirmation of professional registration where applicable.

If the position you are applying for does not require you to have a professional registration please select the option 'Not required for this post' on the application form.

Criminal Background

The Rehabilitation of Offenders Act 1974 helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions to employers after the rehabilitation period set by the Court has elapsed and the convictions become 'spent' (old). During the rehabilitation period, convictions are referred to as 'unspent' (current) convictions and must be declared to employers within the application form.

However, in order to protect the vulnerable, the Rehabilitation of Offenders Act (Exceptions) Order 1975 exempts some professions within the health and care sectors from this approach. Where posts have been identified as exempt, employers are entitled to know about all previous convictions regardless as to whether they are considered 'spent' (old) or 'unspent' (current), including reprimands, final warnings or cautions, and to take this into account when assessing an individual's suitability for a post.

If you are applying for a post which involves having access to patients in receipt of health services, your offer of employment will be subject to a satisfactory disclosure from the Criminal Records Bureau. Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment. Where the position falls under regulated activity and meets the criteria for an enhanced criminal record check, the disclosure will include information held against the barred lists for working with children and/or working with adults and any restrictions to that barring.

Guaranteed Interview Scheme

What is the Guaranteed Interview Scheme?

The Guaranteed Interview Scheme entitles applicants with a disability to be guaranteed an interview, providing they meet the minimum criteria within the Person Specification for the particular vacancy.

If you have a disability and wish to be considered under the Guaranteed Interview Scheme, please indicate this under the relevant section of the application form.

Immigration

If you are not a UK national or from the European Community (EC) or European Economic Area (EEA), you will require permission to work in the UK. If you are not sure what permissions are required, please seek advice before applying.

www.ukba.homeoffice.gov.uk/

If you do not have the right immigration status, then, for many types of jobs, you will not be considered. The job advert should specify whether or not candidates who require Tier 2 sponsorship might be considered.

It is vital that you provide full and accurate details of your current immigration status on the application form, including your immigration category, permit held, including validity and expiry date. Failure to provide full and accurate information may result in your application being rejected.

For further advice, please visit [Applying from overseas](#).

Equal Opportunities – Monitoring Information

Why am I asked to provide information regarding my age, gender, race, sexual orientation and religion or belief?

NHS organisations recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

As public sector employers, NHS organisations are required to collect details about applicants regarding age, gender etc. The information collected is only used for monitoring purposes in an anonymised format and will help the organisation analyse the profile and make up of applicants and appointees to jobs in support of their equal opportunities policies.

Information is kept on NHS Jobs for a period of 13 months, after which time the information is deleted.

Contacting the GMC:

Please call our contact centre:

Monday to Friday - 8am to 6pm

Saturday - 9am to 5pm

- Inside the UK: 0161 923 6602
- Outside the UK: +44 161 923 6602

You can also reach us:

- by email: gmc@gmc-uk.org
(If you email us, please give us your GMC reference number. We'll aim to get back to you within five working days)
- by using our [online webform](#).

1. Can I apply to specialty training?

To be eligible to apply for specialty training you must meet all essential criteria of the relevant person specification, including full GMC registration with a licence to practise and evidence of having achieved foundation competence (as defined by the outcomes of the FP Curriculum).

Each of the devolved nations has slightly differing procedures for recruitment into specialty training.

- England: Applicants for specialty training in England can find more information on the MMC website. Go to www.mmc.nhs.uk for further information.
- Scotland: Applicants for specialty training in Scotland will be able to register and enroll via www.scottishspecialists.uk. The site contains comprehensive information on opportunities for hospital and GP specialty training in Scotland and life as a doctor including case studies and video clips.
- Wales: Full details on specialty training in Wales can be found on the dedicated website: www.mmc.wales.org
- Northern Ireland: Applying for specialty posts in Northern Ireland is done via the HPSS Jobs site www.hpssjobs.com. Full details on the process can be found on the NIMDTA website at www.nimdtai.gov.uk/human-resources/hp-recruitment1308

Taken from

<http://www.foundationprogramme.nhs.uk/pages/medical-students/faqs#answer106>

Medical Doctors & Specialists Job Sites

Overview

Please note, **before** you can begin working in the UK as a Doctor (all specialities), you must be registered with the General Medical Council (GMC) and you will only be able to apply for any job on the sites above and any others once they have cleared you to do so.

http://www.gmc-uk.org/doctors/before_you_apply/12526.asp

National Health Service (NHS)

<http://www.jobs.nhs.uk/>

Indeed

<http://www.indeed.co.uk/Specialty-Doctor-General-Radiologist-jobs>

Empire Locums

<http://www.empire-locums.co.uk/doctor-salary.asp>

Simply Hired

<http://www.simplyhired.co.uk/a/jobs/list/q-specialty+doctor>

Doctors.net.uk

<http://about.doctors.net.uk/Commercial-Opportunities/Recruitment>

Latitude Group International

http://www.latitudes-group.com/10/list_display.asp?profession=2599&country=United+Kingdom&Page=Jobs%20for%20Doctors%20in%20the%20UK

Medacs Healthcare

<http://www.medacs.com/permanent-recruitment/permanent-positions/united-kingdom/doctor/job-results.html?view=browse>

Fresh Medical Recruitment

<http://www.freshmedical.com/locum-doctor-jobs-specialities.htm>

Medic Hunter

http://www.medichunter.co.uk/medical-jobs/nhs-hospital-london-uk-requires-specialty-doctors-anaesthesia_job45248

Medi Placements

<http://www.mediplacements.com/hospital-doctor-jobs permanent uk all all.html>

British Medical Journal Careers (BMJ)

<http://careers.bmj.com/careers/jobs/view-section.html?action=viewJobOverview>

Team 24

<http://www.team24.co.uk/>

Elite Healthcare Recruitment

<http://www.elitehealthcaresolutions.com/>

Midas Medical Recruitment

<http://www.midasmedicalrecruitment.com/>

Work Gateways

<http://www.workgateways.com/Medical.Doctor.Jobs>

Global Medics

<http://www.globalmedics.com/uk/doctors/Our-Services-And-Benefits.aspx>

Capital Medical Locums

<http://www.capitalmedicallocums.com/>

Rig Locums

<http://www.riglocums.com/>

MPP Locums

<http://www.mpplocums.co.uk/>

Medic International

<http://www.medicinternational.co.uk/>

Please note that this is **not** comprehensive and only highlights a small percentage of the recruitment web sites that are available via the internet. The fact that these sites have been listed instead of others should in no way be considered a recommendation of any sort by Department for Work & Pensions or EURES. They are simply listed to provide you with a starting point.

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http://www.gmc-uk.org/doctors/before_you_apply/12526.asp

National Health Service (NHS)

<http://www.jobs.nhs.uk/>

Indeed

<http://www.indeed.co.uk/Specialty-Doctor-General-Radiologist-jobs>

Empire Locums

<http://www.empire-locums.co.uk/doctor-salary.asp>

Simply Hired

<http://www.simplyhired.co.uk/a/jobs/list/q-specialty+doctor>

Doctors.net.uk

<http://about.doctors.net.uk/Commercial-Opportunities/Recruitment>

Latitude Group International

http://www.latitudes-group.com/10/list_display.asp?profession=2599&country=United+Kingdom&Page=Jobs%20for%20Doctors%20in%20the%20UK

Medacs Healthcare

<http://www.medacs.com/permanent-recruitment/permanent-positions/united-kingdom/doctor/job-results.html?view=browse>

Fresh Medical Recruitment

<http://www.freshmedical.com/locum-doctor-jobs-specialities.htm>

Medic Hunter

http://www.medichunter.co.uk/medical-jobs/nhs-hospital-london-uk-requires-specialty-doctors-anaesthesia_job45248

Medi Placements

<http://www.mediplacements.com/hospital-doctor-jobs permanent uk all all.html>

British Medical Journal Careers (BMJ)

<http://careers.bmj.com/careers/jobs/view-section.html?action=viewJobOverview>

Team 24

<http://www.team24.co.uk/>

Elite Healthcare Recruitment

<http://www.elitehealthcaresolutions.com/>

Midas Medical Recruitment

<http://www.midasmedicalrecruitment.com/>

Work Gateways

<http://www.workgateways.com/Medical.Doctor.Jobs>

Global Medics

<http://www.globalmedics.com/uk/doctors/Our-Services-And-Benefits.aspx>

Capital Medical Locums

<http://www.capitalmedicallocums.com/>

Rig Locums

<http://www.riglocums.com/>

MPP Locums

<http://www.mpplocums.co.uk/>

Medic International

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