

Applicant Registration Form

Personal Details

Specialty (Please tick as appropriate)

BMS	MLA	Pharmacy	Occupational Therapy	Physiotherapy	Speech & Language	Phlebotomy
ODP	Nurse	Doctor	Dietician	Podiatry	Radiography	

Please enclose a full CV with your Application Pack

Surname	Forenames
Mobile	Telephone
Address	E-mail
	Work Number
	Nationality
	Date of Birth
NMC Pin	Expiry date
	National Insurance Number

<u>UK Entry Requirements</u>	
Working Status	Work Permit/Student Visa/No Restrictions
<u>Education & Experience</u>	
Date	University/Institution
	Qualification

DBS – Disclosure and Barring Service

DBS Disclosure In Place	Yes/No	Clear	Yes/No	Needs Updating	Yes/No	CRB Ref No.
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Have you been or are currently the subject to any kind of investigation or prosecution by the police after the standard or enhanced CRB disclosure? *Please tick the appropriate box.*

Yes	No
If Yes, please give details:	

As a supplier, it is our policy to immediately inform any such investigation or prosecution to the authority and comply with the authority's policies and procedures relating to such matters.

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Declaration of Fitness to Practice

Have you been or are currently the subject of any fitness to practice proceedings by an appropriate licensing or regulatory body in the United Kingdom or any other country? If yes, please provide details below. *Please tick the appropriate box.*

Yes		No	
If Yes, please give details:			

It is a mandatory requirement of this agency that you should declare before each placement that you are fit to practice at that time and shall not declare yourself fit to practice if you are suffering from vomiting, diarrhoea or a rash.

Tick accordingly if currently suffering from any:	Vomiting	<input type="checkbox"/>	Diarrhea	<input type="checkbox"/>	Rash	<input type="checkbox"/>
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Medical Examination

Prior to being involved in the assignment under our NHS Framework Supply Contract, the Authority may but not unreasonably or vexatiously request that the Agency Worker supplied in the provision of the Services undergoes a medical examination performed by the Authority or any person appointed on the Authority's behalf. The Authority shall instruct the Agency Worker of the circumstances and reasons for the medical examination. Unless the medical examination demonstrates that it is safe for that Agency Worker to do so, the Authority reserves the right to reject any Agency Worker whom it considers to be unsuitable for the relevant normal duties the Agency Worker is expected to perform on that assignment and/or where the Agency Worker declines to undergo such medical examination.

Please tick the appropriate box to confirm whether you are prepared to undergo a medical examination by the authority.

Yes		No	
Signature		Date	

Pregnant Workers (where applicable)

As an agency, we need to use all reasonable endeavours to ensure that each Agency Worker informs us if she is or becomes pregnant. **It is a mandatory requirement of our Framework Contract that if we are aware that an Agency Worker is pregnant or has become, 'the Supplier shall ensure that the Authority is informed immediately so that the Agency Worker is not exposed to any working conditions which could cause risk to either her or her unborn child'.**

Please tick the appropriate box to confirm?

Are you currently pregnant?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Signature		Date		

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Immunisations

Hep B No Proof Needs Immunisation	Varicella No Proof Had Virus	Rubella No Proof Needs Immunisation	TB No Proof Scar	Hep C No Proof Needs Immunisation
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Availability

Full Time	Yes/No	Weekends Only	Yes/No	Ad Hoc	Yes/No
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Preferred Location(s) of Work

Work Experience

Could include up to the last 10 Years of Employment (where applicable)

Current or Most Recent Employer	Previous Employer (1)
Organisation: Dates (Month & Year): Position:	Organisation: Dates (Month & Year): Position:
Previous Employer (2)	Previous Employer (3)
Organisation: Dates (Month & Year): Position:	Organisation: Dates (Month & Year): Position:
Previous Employer (4)	Previous Employer (5)
Organisation: Dates (Month & Year): Position:	Organisation: Dates (Month & Year): Position:

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References

Must include the last 2 places of employment if less than two years in each, otherwise 2 referees from the same place if more than two years within the same hospital/laboratory.

1. Current or Most Recent Manager:	2. Previous Manager:
Position:	Position:
Hospital:	Organisation:
Dates of Employment	Dates of Employment
Contact Number:	Contact Number
Email Address:	Email Address:
Contact for Reference Yes/No	Contact for Reference Yes/No

Working Time Directive Opt Out Agreement

Under the guidelines of the Working Time Directive you have the option to exempt yourself from the maximum number of hours permitted to work per week. Should you choose to do so we would ask that you complete and sign PART A below.
 You also have the option to exempt yourself from the maximum number of hours permitted to work at night under the directive. Should you choose to do so we would ask that you sign PART B below.
 You are under no obligation to do so.

I wish to be exempt from the relevant section(s) of the Working Time Directive of 1988. I understand that I must give 7 day's written notice to cancel this waiver.

Part A

Name	
Signature	

Part B

Name	
Signature	

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Personal Declaration

- I hereby confirm that the information provided on my application is correct and true to the best of my knowledge and that I have not withheld any information that should be taken into account when offering me work.
- I understand that providing false/inaccurate information may result in the termination of placements.
- I agree that I will endeavour to make myself aware of the Health & Safety procedures for each client I am assigned to.
- I confirm that I have read and understood the Terms of Engagement and the terms of the declaration and agree to be bound by them.
- I give full consent to allow Premiere Recruitment Ltd to disclose/release my personal information for inspection in audit and other legitimate purposes.

Signature		Date	
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Rehabilitation of Offenders Act

By virtue of the Rehabilitation of Offenders Act 1974 (Exemptions/Amendments) Order 1986 the provisions of section 4.2 of the Rehabilitation of Offenders Act 1974 does not apply to any employment concerned with the provision of Health or Social Care services and which is of such a kind as to enable the holder access to those in receipt of such services in the course of his/her normal duties. Your answer to the following question is to include "spent" convictions.

Have you ever had a criminal offence?	Yes/No		
Signature		Date	
Details if yes to above			

As an Agency it is our policy to carry out enhanced CRB Disclosure for every applicant. Please sign below for your permission to carry out such a check.

Name	
Signature	

Overseas Applicants

All overseas applicants must provide a Police Check from their home country. This should be either an original copy or a verified copy of the original document. On arrival we will carry out an enhanced CRB Disclosure and would therefore require your signature here.

Equal Opportunities

Premiere Recruitment Ltd has an Equal Opportunities Policy that aims to ensure all employees, agency workers and applicants do not receive less than favourable treatment whether through indirect discrimination on the grounds of race, religion, political opinions, creed, colour or ethnic origin, age, nationality, marital/parental status, sex, sexual orientation or disabilities which are not job related.

To enable us to monitor the effectiveness of our policy we would ask that all applicants complete the questionnaire provided in the pack. All information provided will be kept confidential and will be used only for statistical monitoring.

Health & Safety

Each Agency Worker has a responsibility at the start of their first shift to become familiar with and comply with the Client's general policies including, without limitation, those relating to Crash Call Procedures, the Hot Spot Mechanism for alerting security staff that an individual is in trouble, Fire Policy and the Violent Episode Policy.

Confidentiality Declaration

I hereby confirm that at no time will I divulge to any person, nor use for my own or any other person's benefit, any confidential information in relation to the Client or the Company (Premiere Recruitment) or in relation to any of their employees, business affairs, transactions or finances which I may acquire during the currency of my agreement with the Company (Premiere Recruitment) under the Terms of Engagement.

Signature		Date
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Health Declaration

All applicants must complete the enclosed health check questionnaire to enable us to establish your fitness for work. We would ask all OVERSEAS candidates to provide a medical statement from the GP or medical department confirming your state of health. Your details will be passed to our Occupational Health Doctors to establish your fitness for work. Please sign the declaration below to allow Premiere Recruitment to release your information for inspection.

I (name) consent to Premiere Recruitment releasing my health and immunisation records for review to Premiere Recruitment qualified Occupational Health Advisor. I understand that based on this review I may be required to undergo a medical examination to establish my fitness for work. I confirm that I will immediately inform Premiere Recruitment in confidence if I am HIV Positive, HepB Positive, or if I have AIDS in accordance with the Department of Health guidelines. I am aware of my obligations regarding MRSA contact and the need for screening. I agree to immediately inform Premiere Recruitment should my general condition of health change. I will inform Premiere Recruitment immediately if I discover that I am pregnant. I understand that withholding information or giving false answers may lead to dismissal. I also hereby consent to Premiere Recruitment obtaining further information regarding my health from my GP or Occupational Health Department.

Signed	Date
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Emergency Contact Details

Can you please provide details of the person to be contacted in case of an emergency.

Name		Relationship	
Contact Numbers	M:	H:	W:

Payment & Details

PAYE

You will be paid one week in arrears. Timesheets must be received no later than Tuesday 12noon for payment to be made into your account the following Friday. Payments are made by BACS no later than 14 days after receipt of timesheet and for this purpose we will require your Bank Account details. If this is your main employment please ensure you provide us with a P45. If you are currently in permanent employment please contact us to obtain a P46. Deductions for Tax and National Insurance will be made at the appropriate rate.

Limited / Umbrella Companies

To work as a Limited Company contractor through Premiere Recruitment we will require a Certificate of Incorporation. You hereby agree to enter into a Self-Billing arrangement as such you should not raise any invoices to Premiere Recruitment.

Your Limited Company will be paid Gross and they will make the appropriate deductions on receipt of payment

Your Limited Company will receive payment no later than 14 days after we receive your online timesheet. Please be aware that they may take a further 3 days to transfer your money into your own account. (Check with your Umbrella Company provider).

PLEASE PRINT:

Bank/Building Society Name		A/C Number	
Account Holders Name		Sort Code	
Branch Address			

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CONTRACT FOR SERVICES FOR TEMPORARY WORKERS

(TERMS OF ENGAGEMENT)

1 DEFINITIONS

1.1 In these Terms of Engagement the following definitions apply:

- “Assignment”** means the period during which the Temporary Worker is supplied to render services to the Client;
- “Client”** means the person, firm or corporate body requiring the services of the Temporary Worker together with any subsidiary or associated company as defined by the Companies Act 1985;
- “Employment Business”** means *Premiere Recruitment Ltd, 3 More London Riverside, London SE1 2RE*
- “Temporary Worker”** means _____ (*insert Locum Name*)
- “Relevant Period”** means the longer period of either 14 weeks from the first day on which the Temporary Worker worked for the Client, or 8 weeks from the day after Temporary Worker was last supplied by the Employment Business to the Client.

1.2 Unless the context otherwise requires, references to the singular include the plural;

1.3 The headings contained in these Terms are for convenience only and do not affect their interpretation.

2 THE CONTRACT

- 2.1 These Terms constitute a contract for services between the Employment Business and the Temporary Worker and they govern all Assignments undertaken by the Temporary Worker. However, no contract shall exist between the Employment Business and the Temporary Worker between Assignments.
- 2.2 For the avoidance of doubt, these Terms shall not give rise to a contract of employment between the Employment Business and the Temporary Worker. The Temporary Worker is engaged as a self-employed worker, although the Employment Business is required to make statutory deductions from the Temporary Worker’s remuneration in accordance with clause 4.1.
- 2.3 No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between the Employment Business and the Temporary Worker and set out in writing and a copy of the varied terms is given to the Temporary Worker stating the date on or after which such varied terms shall apply.

3 ASSIGNMENTS

- 3.1 The Employment Business will endeavour to obtain suitable Assignments for the Temporary Worker to work as a locum. The Temporary Worker shall not be obliged to accept an Assignment offered by the Employment Business.
- 3.2 The Temporary Worker acknowledges that the nature of temporary work means that there may be periods when no suitable work is available and agrees: that the suitability of the work to be offered shall be determined solely by the Employment Business; that the Employment Business shall incur no liability to the Temporary Worker should it fail to offer opportunities to work in the above category or in any other category; and that no contract shall exist between the Temporary Worker and the Employment Business during periods when the Temporary Worker is not working on an Assignment.
- 3.3 At the same time as an Assignment is offered to the Temporary Worker the Employment Business shall inform the Temporary Worker of the identity of the Client, and if applicable the nature of their business; the date the work is to commence and the duration or likely duration of the work; the type of work; location and hours during which the Temporary Worker would be required to work; the rate of remuneration that will be paid and any expenses payable by or to the Temporary Worker; and any risks to health and safety known to the Client in relation to the Assignment and the steps the Client has taken to prevent or control such risks. In addition the Employment Business shall inform the Temporary Worker what experience, training, qualifications and any authorisation required by law or a professional body the Client considers necessary or which are required by law to work in the Assignment.
- 3.4 Where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the third business day (excluding Saturday, Sunday and any public or Bank holiday) following save where the Temporary Worker is being offered an Assignment in the same position as one in which the Temporary Worker had previously been supplied within the previous five business days and such information has already been given to the Temporary Worker.
- 3.5 For the purpose of calculating the average number of weekly hours worked by the Temporary Worker on an Assignment, the start date for the relevant averaging period under the Working Time Regulations shall be the date on which the Temporary Worker commences the first Assignment.

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- 3.6 If, before the first Assignment, during the course of an Assignment or within the Relevant Period the Client wishes to employ the Temporary Worker direct or through another employment business, the Temporary Worker acknowledges that the Employment Business will be entitled either to charge the Client a fee or to agree an extension of the hiring period with the Client at the end of which the Temporary Worker may be engaged directly by the Client or through another employment business without further charge to the Client. In addition the Employment Business will be entitled to charge a fee to the Client if the Client introduces the Temporary Worker to a third party who subsequently engages the Temporary Worker within the Relevant Period.

4 REMUNERATION

- 4.1 The Employment Business shall pay to the Temporary Worker remuneration calculated at a minimum hourly rate of £8. being the minimum rate of remuneration that the Employment Business reasonably expects to achieve, for all hours worked. The actual rate will be notified on a per Assignment basis, for each hour worked during an Assignment (to the nearest quarter hour) to be paid weekly in arrears, subject to deductions in respect of PAYE pursuant to Sections 44-47 of the Income Tax (Earnings and Pensions) Act 2003 and Class 1 National Insurance Contributions and any other deductions which the Employment Business may be required by law to make.
- 4.2 Subject to any statutory entitlement under the relevant legislation, the Temporary Worker is not entitled to receive from the Employment Business or Clients for time not spent on Assignment, whether in respect of holidays, illness or absence for any other reason unless otherwise agreed.

5 STATUTORY LEAVE

- 5.1 For the purposes of calculating entitlement to paid annual leave pursuant to Working Time Regulations 1998 under this clause, the leave year commences on the date that the Temporary Worker starts an Assignment or a series of Assignments.
- 5.2 Under the Working Time Regulations 1998, the Temporary Worker is entitled to 24 days paid leave per leave year. All entitlement to leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the next year.
- 5.3 Where a Temporary Worker wishes to take paid leave during the course of an assignment s/he should notify the Employment Business of the dates of his/her intended absence giving notice of at least twice the length of the period of leave that s/he wishes to take. In certain circumstances the Employment Business may give counter-notice to the Temporary Worker to postpone or reduce the amount of leave that the Temporary Worker wishes to take and in such circumstances the Employment Business will inform the Temporary Worker in writing giving at least the same length of notice as the period of leave that has been requested.
- 5.4 Entitlement to payment for leave accrues in proportion to the amount of time worked continuously by the Temporary Worker on Assignment during the leave year. The amount of payment which the Temporary Worker will receive in respect of periods of annual leave taken during the course of an Assignment will be calculated in accordance with and paid in proportion to the number of hours which the Temporary Worker has worked on Assignment.
- 5.5 In the course of any Assignment during the first leave year the Temporary Worker is entitled to request leave at the rate of one-twelfth of the Temporary Worker's total holiday entitlement in each month of the leave year.
- 5.6 Where this contract is terminated by either party and a P45 is requested, the Temporary Worker shall be entitled to a payment in lieu of any untaken leave where the amount of leave taken is less than the amount accrued in accordance with clause 5.4 above.
- 5.7 None of the provisions of this clause regarding the statutory entitlement to paid leave shall affect the Temporary Worker's status as a self-employed worker.

6 SICKNESS ABSENCE

- 6.1 The Temporary Worker may be eligible for Statutory Sick Pay provided that s/he meets the relevant statutory criteria.
- 6.2 For the purposes of the Statutory Sick Pay scheme there is one qualifying day per week during the course of an assignment and that qualifying day shall be the Wednesday in every week.

7 TIME SHEETS

- 7.1 At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of one week or less or is completed before the end of a week) the Temporary Worker shall submit through the companies online timesheet portal the number of hours worked during the preceding week (or such lesser period) and ensure approval is obtained from an authorised representative of the Client.
- 7.2 Subject to clause 7.3 The Employment Business shall pay the Temporary Worker for all hours worked regardless of whether the Employment Business has received payment from the Client for those hours.

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- 7.3 Where the Temporary Worker fails to submit and obtain a properly authenticated online time sheet the Employment Business shall, in a timely fashion conduct further investigations into the hours claimed by the Temporary Worker and the reasons that the Client has refused to authorise an online timesheet in respect of those hours. This may delay any payment due to the Temporary Worker. The Employment Business shall make no payment to the Temporary Worker for hours not worked.
- 7.4 For the avoidance of doubt and for the purposes of the Working Time Regulations, the Temporary Worker's working time shall only consist of those periods during which s/he is carrying out activities or duties of the Client as part of the Assignment. Time spent travelling to the Client's premises; lunch breaks and other rest breaks shall not count as part of the Temporary Worker's time for these purposes.

8 CONDUCT OF ASSIGNMENTS

- 8.1 The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business but if s/he does so, during every Assignment and afterwards where appropriate, s/he will:
- a) Co-operate with the Client's reasonable instruction and accept the direction, supervision and control of any responsible person in the Client's organisation;
 - b) Observe any relevant rules and regulations of the Client's establishment (including normal hours of work) to which attention has been drawn or which the Temporary Worker might reasonably be expected to ascertain;
 - c) Take all reasonable steps to safeguard his or her own health and safety and that of any other person who may be present or be affected by his or her actions on the Assignment and comply with the Health and Safety policies and procedures of the Client;
 - d) Not engage in any conduct detrimental to the interests of the Client;
 - e) Not at any time divulge to any person, nor use for his or her own or any person's benefit, any confidential information relating to the Client's or the Employment Business' employees, business affairs, transactions or finances.
- 8.2 If the Temporary Worker is unable for any reason to attend work during the course of an Assignment s/he should inform the Client and/or the Employment Business within one hour of the commencement of the Assignment or shift.
- 8.3 If, either before or during the course of an Assignment, the Temporary Worker becomes aware of any reason he may not be suitable for an Assignment he shall notify the Employment Business without delay.

9 TERMINIATION

- 9.1 The Employment Business or the Client may terminate the Temporary Worker's Assignment at any time with minimum one week's notice, however, without prior notice or liability if Temporary Worker not able to fulfil the requirements of the contract.
- 9.2 The Temporary Worker may terminate an Assignment at any time with minimum one week's notice.
- 9.3 If the Temporary Worker does not inform the Client or the Employment Business [in accordance with clause 8.2] should they be unable to attend work during the course of an assignment this will be treated as termination of the assignment by the Temporary Worker in accordance with clause 9.2 unless the Temporary Worker can show that exceptional circumstances prevented him or her from complying with clause 8.2.
- 9.4 If the Temporary Worker is absent during the course of an assignment and the contract has not been otherwise terminated under clauses 9.1 or 9.3 above the Employment Business will be entitled to terminate the contract in accordance with clause 9.1 if the work to which the absent worker was assigned is no longer available for the Temporary Worker.
- 9.5 If the Temporary Worker does not report to the Employment Business to notify his/her availability for work for a period of three weeks, the Employment Business will forward his/her P45 to his/her last known address.

10 MUTUALITY OF OBLIGATION

- 10.1 It is not intended for there to be any mutuality of obligations between the Employment Business or the client and the Contractor either during the Assignment or upon termination of the same. The Employment Business is under no obligation to offer future contracts to the Temporary Worker and if it does make any such offer, the Temporary Worker is not obliged to accept it.

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11 LAW

11.1 These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Courts of England & Wales.

Print Name/Limited Company

Signed by the Temporary Worker*

Date _____