



Registered Nurse

Support Worker/ HCA

PERSONAL DETAILS

Title: (Mr/Mrs/Miss) Surname:
Forename: Maiden:
Date of Birth: Gender:
NI Number: Marital Status:
Address:
.....
Mobile Phone: E-mail:

NEXT OF KIN (EMERGENCY CONTACT DETAILS)

Name: Relationship:
Address:
.....
Contact Details:

WORK REQUIREMENTS & PREFERENCES

DBS No:
Issued Date:
Driving License No:
NMC No/Expiry:
Eligibility to work in UK
Passport No/Expiry:
Nationality:

EMPLOYMENT HISTORY

Current Employer:

From: To:

Address:
.....

Contact No: Contact Person:

Reason for Leaving:

Currently Unemployed (Please circle)

Previous Employer:

From: To:

Address:
.....

Contact No: Contact Person:

Reason for Leaving:

Have you ever been dismissed from Job? Yes No

If Yes Please Specify:
.....

PROFESSIONAL REFERENCES

Please provide at least two referees from your recent employers; they must be able to comment on your work ability and experience. Please start with the recent employer

1.

Name of Referee: Job Title:

Company Name:

Address:
.....

Contact No: E-mail:

2.

Name of Referee: Job Title:

Company Name:

Address:

.....

Contact No: E-mail:

BANK DETAILS

ACCOUNT NUMBER: Ltd Company Name:

SORT CODE: Ltd Company No:

BANK NAME:

CRIMINAL CONVICTON DECLARATION FORM

Please complete this declaration and return it marked confidentially to

If your application is successful and you take up employment with us, it is possible that you will be asked to verify the information given here by obtaining a Criminal Records Bureau Disclosure,

This form will only be considered if you are shortlisted for interview. If you are not shortlisted, the envelope and its contents will be destroyed unopened at the end of the recruitment process.

This post is covered by the Rehabilitation of Offenders Act 1974 and as such only UNSPENT conviction need to be declared

MEDICAL FITNESS

- | | |
|---|--------|
| • In the last two years, have you been off work because of an illness or an injury? | Yes/No |
| • If Yes, how many days did you lose?..... | |
| • Are you at present having any treatment or medicine prescribed by a doctor? | Yes/No |
| • Have you now made a full recovery from your illness or injury? | Yes/No |

If No, doctors Certificate required stating that they are safe to return to work in a food handling environment and a copy to be kept in your file

I..... declare that all the foregoing statements are true and complete to the best of my knowledge.

CONFIDENTIALITY AGREEMENT

During the course of your employment, you will be privy to information of a private and confidential nature ("Confidential Information"), including but not limited to information relating to the activities, business, organisation, ideas, processes and strategies of the Company or its personnel, records files, salary, bonus details, disciplinary and grievance meetings, clients or prospective clients, suppliers, consultants or sub-contractors. Except as authorised by the Company in the ordinary course of your employment, or expressly authorised in writing by the Company, you shall not disclose such Confidential Information to any person, either in whole or in part, in detail or by way of illustration, either during your employment or afterwards. You shall not make copies of or take excerpts from any of the Company's electronic or manual files, papers, styles, data or documents except as required in the ordinary course of your employment. You shall comply with all rules and policies of the Company regarding physical and logical security of all systems of the Company on which Confidential Information is stored. The obligations in respect of confidentiality will not apply to Confidential Information which is:

- i) now or becomes public knowledge except by breach of your obligations in respect of confidentiality, or
- ii) lawfully in the possession of the party who receives it prior to receiving it from you and which was not previously acquired either by you or that party under an obligation of confidence; or
- iii) lawfully disclosed to the party that received it by a third party without any restriction as to its use and disclosure and without breach of any obligation of confidentiality; or
- iv) required by law to be disclosed to such an extent that it is required for judicial, arbitration or determinative procedure, or by order of a court of competent jurisdiction or to any government department. In such circumstances as this subparagraph applies you should give three working days notice to the Company and must consult with the Company with a view to avoiding disclosure if reasonably practicable unless restrained from doing so by a court.
- v) I give permission for the above information to be shared to clients and for the data to be used in relation to my salary. This data will not be used for Marketing Purposes.
I give permission to Premiumstaff employees to use my data when needed.

I hereby agree to the above

Signed Date

Name

Shift cancelling and Timesheet policy

From time to time it may become necessary that you cannot attend your shifts and shifts need to be cancelled.

When this happens, please notify us by calling us 6 hours before your shift, it is important that you call us instead of texting as we do not monitor text.

Please note that your timesheets will need to be sent to us by Saturday Midnight and in PDF FORMAT otherwise your payment will be delayed for 7 days.

Signature..... Date.....

Opt-out agreement

I..... agree that I may work for more than an average of 48 hours a week. If I change my mind, I will give my employer 2 weeks' notice in writing to end this agreement.

Signed.....

Dated.....

Privacy Notice:

At Premium Staff, we are committed to maintain the trust and confidence of our staff and Clients. We would like you to know that we are not in the business of selling or trading personal data with other companies for marketing purposes.

Any personal data you may send through our website or through an *Indeed* application will be only viewed by Premium Staff Ltd Office Staff. This information will be scanned to see if it is of use for your application.

Other than our data protection team, your personal data will only be sent to our clients in the form of a staff profile. Your personal data will also be sent to the payroll team, this will only be the relevant details needed to make a payment.

You are entitled to view, amend, or delete the personal information that we hold. Simply email your request to us.

If you have any questions or queries, please do not hesitate to contact us.