APPLICATION FORM: Essential Details

locum.co.uk

Tel: 0203 540 8100
Fax: 0203 540 8101
E-mail: info@locum.co.uk
Web: www.locum.co.uk

Personal Details

Title | First Name(s) | Surname

Address | Home Tel | Mobile

Email | DOB

Name, Relation and contact number

Eligibility of Employment

Passport Number | Nationality

Visa Status

I understand that if I am on a student visa, I can only work for 20 hours per week during term time. I understand that I have a responsibility to monitor this. In addition, if my position changes, I must inform **www.locum.co.uk.**
Please tick to acknowledge:

Bank Details

Name on Bank Account | Bank Name | Bank Address

Sort Code | Account Number | Building Society Number

Limited Company Name | Limited Company Registration Number

Employment History

Employer Name	Address	Employed Dates

Registered in England: Freshmedic Ltd, 483 Green Lanes, London, N13 4BS. Company No. 08830261

Professional References

Name:	**Name:**
Organisation:	**Organisation:**
Phone:	**Phone:**
Email:	**Email:**
Address:	**Address:**
Can we contact Y/N:	**Can we contact Y/N:**

Declaration of Criminal Records

Do you have any convictions, cautions, reprimands or warnings? Yes ☐ No ☐

Are you subject to any pending proceedings? Yes ☐ No ☐

If yes, please list your criminal convictions and the dates below.

The information you give will be treated in confidence and will only be taken into account where, in the reasonable opinion of the Company, the offence is relevant to the post you have applied for. Certain types of employment and certain professions are exempt from The Rehabilitation of Offenders Act 1974 and in those cases, particularly where the employment is sought in relation to positions working with children or vulnerable adults details of all criminal convictions, both spent and unspent, must be given. Failure to declare a conviction may require us to exclude you from our register or terminate the assignment if the offence is not declared but later comes to light.

Professional Conduct

Are you currently subject or have you previously been subject to any suspension, investigation, serious complaint or dismissal by an employee, professional body or regulator? Yes ☐ No ☐

If yes, please give details below

Declaration

The working time regulations stipulate that employers will limit your average weekly working time to 48 hours, should you wish to waive this right, please confirm by ticking this box: ☐

I declare that all information given, as well as any documentation provided is accurate. I agree that if I have given any false information or have refused to submit any relevant information, this may lead to the application being declined or instant dismissal from an, or any assignment. • I declare that I have received and read the **www.locum.co.uk** terms and conditions and accept the applicable terms of engagement. • I acknowledge that my personal details will be stored and handled correctly by **www.locum.co.uk** in accordance with the Data Protection Act. I agree that my personal details, including all documentation, may be made available for audit by customers and clients of **www.locum.co.uk** and their appointed auditors. • I authorise **www.locum.co.uk** to disclose any convictions stated on a CRB/DBS Disclosure or other police check to any potential employers in accordance with our internal policy the CRB Code of Practice and the Rehabilitation of Offenders Act.

Name	**Signature**	**Date**

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APPLICATION FORM: Documents Required

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Checklist for all the mandatory documents required for registration.

Personal Documents

- ☐ Curriculum Vitae
- ☐ Enhanced CRB/DBS Disclosure and/or PVG clearance
- ☐ Visa (if applicable)
- ☐ Passport

Professional Registration Details

- ☐ GMC Certificate
- ☐ CCT/Qualification Details
- ☐ Performers List Registration and/or Scottish Health Board Registration

Mandatory Training

- ☐ Basic Life Support or Advanced Life Support Certificate
- ☐ Safeguarding Children Level 3

Other Details

- ☐ Immunisations
- ☐ Company registration certificate (if applicable)
- ☐ Signed terms and conditions

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Smartcard Number

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