

INTEGRITY RECRUITMENT CONSULTANCY (IRC) Registration Pack



Suite 209-210 Estuary House Dagenham, Essex Rm10 9AB
Tel : 0560 115 1608 / 0208 595 1065 Fax : 0560 115 1609
Email : info@integrity-recruit.com
Website : info@integrity-recruit.com

Dear Candidate,

We would like to take this opportunity to thank you for registering with Integrity Recruitment Consultancy (IRC). We pride ourselves on offering a professional and efficient service and hope that we can provide you with work as soon as possible. In order to process your application we will need to receive some documentation of which follows.....

1. A current CV, including full employment history.
2. A copy of your vaccination records showing clearly Rubella, Varicella, Tuberculosis and Hepatitis B
3. Two passport sized photographs.
4. A copy of your passport.
5. Proof on NI no. (we will need a copy of your NI card or last P45).
6. In addition to this we require another form of identification i.e. birth certificate / drivers license.
7. Any Disclosure checks previously done by the Criminal Records Bureau either directly or through another agency / Health Trust.

We also require you to fill in all forms included in the pack and return them as soon as possible.

These include.....

1. Medical Declaration form.
 2. Two copies of our terms of engagement (one of which is yours to keep).
 3. Bank Account Details.
 4. Next of Kin Details.
 5. Position Required form (including two referees, one being your current or last employer)
 6. I.D. card (make sure this is signed so that we can return your badge)
 7. Permission to apply for an Enhanced Disclosure from the Criminal Records Bureau.
- Once we have received your details we will be in touch immediately.

We offer extremely competitive rates for you and your friends!!!!

Our service is available to you 24 Hours a day, 7 Days a week so feel free to contact us if there are any further queries. We look forward to a long and happy working relationship.



Email : info@integrity-recruit.com Website : info@integrity-recruit.com

Registered in England & Wales Number : 05724252

Position Required:

Surname

First Names(s).....

Marital Status

Address

.....

Telephone No Home

 Work

 Mobile

Pager

Email

Date of Birth

Place of Birth

Nationality

National Insurance No

Dependents/Ages

Do you require a work permit?.....

Passport No.

Notice to.....Current

be given Salary

Next of Kin

Availability

Weekends .Nights

Longer Term Annual Leave

Do you have your own transport? Yes/NO

How far would you travel?

Educational Details

Schools attended

.....

.....

Qualifications obtained

.....

.....

Evening Classes/Part Time Courses

.....

.....

Signature

Date

Contact Number

EMPLOYMENT RECORD

Name and Address of Employer (1)

.....

.....

.....

Position Held

Duties.....

.....

Reason for leaving

.....

...

Commencement Date Leaving Date

.....

Name and Address of Employer (2)

.....

Position Held

Duties.....

.....

Reason for leaving

.....

.....

Commencement Date Leaving Date

.....

Name and Address of Employer (3)

.....

.....

Position Held

Duties.....

.....

.....

Reason for leaving

.....

.....

Commencement Date Leaving Date.....

Training School

.....

Address

.....

.....

.....

Date of entry Date of leaving.....

Qualification

Date and Registration No.....

Name and address of two Referees from current/most recent employers i.e current Theatre Manager/ Consultant:

(1).....
(2).....
.....
.....
.....
.....
.....

>>>FOR OFFICE USE ONLY

.Ref (1) Requested. Date Requested.
.Ref (2) Requested. Date Requested.
Ref (3) Requested. Date Requested.
Name address of own doctor
.....
..... Tel. No.:.....

DO YOU OR HAVE YOU SUFFERED FROM ANY OF THE FOLLOWING COMPLAINTS:

Please answer YES or NO to the following. If your answer is Yes , please give your details on a separate sheet

- 1. In ury or impediment which could interfere with your work? Yes No
- 2. Fainting or giddiness/epilepsy? Yes No
- 3. Any illness/operation in the last six months? Yes No
- 4. Are you under any treatment/medication at present? Yes No
- 5. Are you a diabetic? Yes No
- 6. Heart/circulatory problems Yes No
- 7. Suffer from asthma or bronchitis? Yes No
- .History of nervous/mental illness? Yes No
- .When was your last Ray?

Date: Yes No

- 1 .Is your sight good? Yes No
- 11 Do you wear glasses? Yes No
- 11. Is your hearing good? Yes No
- ... Do you wear a hearing aid Yes No
- 12. Have you been overseas in the last six months? Yes No
- ... If yes, where?

.....

.....

13. Have you ever had an infectious disease? Yes No

....If yes please state:

.....

14. Are you inoculated for the following

R BELLA (erman Measles) Yes No POLIMYELTIS Yes No

T BERC LOSIS/BC Yes No DIPHTHERIA (Schick Test) Yes No

TETAN S (Date) Yes No HEPATITIS (Date:) Yes No

PLEASE PROVIDE ALL HEALTH CERTIFICATES AND HEPATITIS B STAT S CERTIFICATES

This is now a legal requirement and you are not allowed to work in any area without up to date certificates.

REHABILITATION OF OFFENDERS

By virtue of the Rehabilitation of Offence Act 1 74 (Exemption) (Amendments) Order 1 6, the provision of section 4.2 of the Rehabilitation of Offenders Act 1 74 do not apply to any employment which is concerned with the provision of the health services and which is of a kind as to enable the holder to have access to persons in receipt of such services in the course of his/her normal duties. Your answer to the following question may include any spent convictions.

Have you ever been convicted of a criminal offence?
If yes, please give details on a separate sheet.

PROTECTION OF CHILDREN

Protection of children requires us to carry out police checks. Staff with access to children must give his/her permission for a police check to be carried out.

Surname:..... Other Names.....
(PLEASE PRINT) (PLEASE PRINT)

The above named has agreed for Police Checks to be made.

Signed: Date:

DECLARATION

The above is, to the best of my knowledge, complete and accurate in all respects. I am permitted to work in the .K. I have read and agree to abide by the conditions of membership contained in this declaration form. I understand that knowingly giving false information will disqualify me from IRC membership.

Surname:..... Other Names.....
(PLEASE PRINT) (PLEASE PRINT)

The above named has agreed for Police Checks to be made.

Signed: Date:

Permission To Obtain an Enhanced Disclosure Check

Following the guidelines set out by the Criminal Records Bureau (CRB), we ask you for your permission to apply for an Enhanced Disclosure Check. This will enable us to provide an efficient way of recruiting temporary staff for hospitals and complying with Trust policies.

I Mr/Mrs/Miss/Ms (please delete as appropriate)

First Name
Any Other Names Surname.....
D.O.B

I give my permission for Integrity Recruitment Consultancy (IRC)to make an application for an Enhanced Disclosure Check from the Criminal Records Bureau.

Signed

Name Printed

Date

Next of Kin Details

Name of Next of Kin:.....

Relationship With This Person:.....

Address of Next of Kin:.....

Tel. No. : Mob:.....

*** For you to keep**

Policy on Recruitment of Ex Offenders

As Integrity Recruitment Consultancy (IRC) meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Integrity Recruitment Consultancy (IRC) aims to promote equality of opportunity for all with the right mix of talent, skills and potential.

Integrity Recruitment Consultancy (IRC) welcomes applications from diverse candidates. Criminal records will be taken into consideration for recruitment purposes only. Unless the nature of the work demands it, you will not be asked to disclose convictions which are spent under the Rehabilitation of Offenders Act 1974. Having an unspent conviction will not necessarily bar you from employment.

This will depend on the circumstances and background to your offences.

Bank Account Details

This form must be returned with your application to ensure that you will be paid correctly.

Surname

Forename

Date of Birth

Address (mailing address for payslip)

.....

Telephone

Mobile

.....

I. No.

Bank/B.Society

Bank/Building Society Address

.....

Post Code

Account no.

.....

Society ref.

Account Name

If the account is not held in your name then please ensure that you have put the correct name to make sure there are no mistakes made.

Terms of Engagement for Temporary Work

Definitions

In these Terms of Engagement the following definitions apply.

(a) client means the person, corporate body or firm requiring the services the temporary worker .

(b) temporary worker means

.....
(c) employment business means IRC, Suite 2 21 , Estuary House , Dagenham, Essex RM1 9AB

(d) assignment means the period during which the temporary worker is supplied to work for the client .

The Contract

These Terms constitute a contract for services between you and the employment business and they govern all assignments and the temporary worker . However no contract shall exist between the employment business and the temporary worker between the assignments . 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 his/her remuneration. No variations or alterations to these Terms can be made or validated without being approved by the employment business .

Assignments

The employment business will endeavour to obtain suitable assignments for the temporary worker to work as an Operating Department Practitioner. The temporary worker acknowledges that the nature of temporary work means there may be periods when no suitable work is available and agrees: that suitable shall be determined solely by the employment business ; and that the employment business shall incur no liability to the temporary worker should it fail to offer opportunities to work as in the above category or in any category. For the purpose of calculating the average number of hours worked by the temporary worker on an assignment, the start date for the relevant averaging period under the Working Time Regulation shall be the date on which the temporary worker commences his/her first assignment . If during the course of an assignment or within six months after the end of the assignment the client wishes to employ the temporary worker direct, the temporary worker is aware that the client will incur an introduction fee or will be asked to agree to an extension of the hiring period. This will mean that at the end of the extension of the hiring period the client will not be liable for any further charges.

Remuneration

The employment business will pay to the temporary worker a minimum hourly rate of 1 The actual rate will be discussed 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 to PAYE pursuant to section 134 of the Income and Corporation Taxes Act 1998 and Class 1 National Insurance Contribution and any other deductions which the employment business make be required by law to make. Subject to any statutory entitlement under the relevant legislation, the temporary worker will not be entitled to any payment from the employment business or from the client for the time spent on the assignment whether in respect to illness, annual leave or absence for any other reasons unless otherwise agreed.

Statutory Leave

For the purpose of calculating paid annual leave so that it remains in the Working Time Regulations 1998, under this clause the leave year commences on the first of January and runs through to the thirty first of December and is accrued from the first day of an assignment worked by the temporary worker. Under the Working Time Regulations 1998, the temporary Worker is entitled to four weeks paid annual leave per leave year. All entitlement has to been taken by the end of the leave year in which it is accrued and none of it can be carried forward to the next leave year.

Entitlement to payment for leave is accrued in proportion to the amount of time worked continuously by the temporary worker on an assignment during the leave year. The payment will be made in respect to the periods of annual leave taken during the course of an assignment and will be calculated in accordance with and paid in proportion to the numbers of hours he/she has worked on an assignment. In the course of the first year of working on assignments for the employment business the temporary worker is entitled to request that he/she wants to take the leave at the rate of one twelfth of his/her

holiday entitlement in each month of his leave year. If the temporary worker wishes to take any leave to which he/she is entitled this must be done in writing to the employment business giving indication of dates that they are requesting to have as paid leave. The amount of the notice required is at least twice the length of the period of leave that he/she wishes to take.

If a bank holiday falls within an assignment and the temporary worker does not work on this day it, the public holiday shall count as part of the temporary workers paid annual leave entitlement.

None of the provisions of this clause regarding the statutory entitlement to paid leave shall affect the temporary workers status of a self employed worker.

Sickness absence

If the temporary worker meets the relevant statutory criteria, they may be eligible for statutory sick pay. For the purpose of the statutory sick pay scheme there is one qualifying day per week during the course of an assignment and that qualifying day will be a Wednesday.

Timesheets

At the end of a week of an assignment or at the end of a assignment if it is shorter than a week, the temporary worker shall deliver to the employment business his/her timesheet completed to indicate the number of hours worked by him during the preceding week (or lesser period) and signed by an authorized representative of the client. Failure to submit time sheet for hours worked may delay payment for those hours. For the avoidance of confusion the time worked on an assignment by the temporary worker will only be paid whilst performing duties for the client. These do not include: time spent traveling to the clients premises: lunch breaks: and other rest breaks.

Conduct of Assignments

The temporary worker is not obliged to accept any assignments offered by the employment business but if he/she does so, during any assignment he/she will:

1) Cooperate

with the clients reasonable instructions and accept direction, supervision and control of any responsible persons in the clients organization.

2) Observe any rules and regulations of the clients establishment (including normal hours work) to which attention has been drawn or which the temporary worker might be reasonably be expected to ascertain.

- 3) Take all reasonable steps to safeguard his/her own health and safety, and to comply with any of the clients health and safety policies.
- 4) Not to engage in any conduct which may be detrimental to the interest of the client .
- 5) Not to divulge to any other parties, for the use of his/her or any other persons benefit any information regarded as confidential or regarding any clients or employment business information.
- 6) If the temporary worker for any reason is unable to attend work they must inform the client and the employment business before the shift is due to commence.

Termination

The employment business or the client may, with out prior notice, terminate the temporary workers assignments at any time. The temporary worker can terminate an assignment at any time. If the temporary worker does not inform the client or the employment business should they be unable to attend work during the course of the assignment this will be treated as termination of the assignment by the temporary worker unless the temporary worker can show that exceptional circumstances prevented him/her from contacting the client / employment business . If the temporary worker has been absent and the contract has not been otherwise Terminated the employment business has the right to terminate the contract if the work that the temporary worker was assigned to is no longer available. If the temporary worker does not notify the employment business within three weeks regarding his/her availability, the employment business will forward his/her P45 to his/her last address.

Law

These terms are governed by the law of England and sub ect to the exclusive urisdiction of the Courts of England.

..... Name of the Temporary Worker
(printed)

..... Signed by the Temporary Worker

..... Date