

Your choices in England and Wales for nursing agency work just got better...

Welcome!

This letter contains important information on how to register for nursing agency work with the A24 Group.

The A24 Group owns and operates a number of nursing agencies and by registering just once with us you will have the opportunity to pick and choose the best assignments from the UK's top nursing agencies.

Best of all, this means that you will only need to update your professional portfolio of training, immunisation, references etc just once a year with us – and you will automatically become compliant to work for **Ambition 24hours**, **Nursing Services of the UK**, **The British Nursing Association (BNA)**, **Grosvenor Nursing** and **Mayfair Specialist Nurses**.

Each of our nursing agencies has its own individual website, consultants and contact numbers. All of our pay rates are available for you to see on our websites, so you have maximum opportunity and choice.

It is important that you read through the attached pack and complete all the necessary information and gather all the supporting documentation required for your face to face interview.

If you have a DBS (CRB) enhanced disclosure that has been issued after 17/6/2013 and you have registered for the DBS Update Service, we can accept this document. If you have not undergone an enhanced disclosure since 17/6/2013 then please start the process right now by logging onto A24 Connect and clicking the activation link that has been sent to you by email. When you login you will see a pop up screen, which will direct you to apply for an enhanced DBS disclosure. Please complete the application in full and make payment via Paypal of £46.20.

If you have registered for the Update Service please confirm this to us by logging onto A24 Connect and ticking the Update Service box.

As soon as our advisors have confirmation that you have either completed and paid for your DBS application or you have checked the Update Service box, they will contact you to arrange an interview. Please go through the attached checklist and ensure that you bring as many of the original documents requested to your interview as possible.

You can contact our Recruitment Advisors via email or telephone as per the details below. All of our interviews are conducted at locations that are convenient for you.

We are really looking forward to meeting you.

Kind regards

The A24 Group Recruitment Advisers Team

advisors@a24group.com

www.a24group.com

Tel: **0871 87 333 50***

address PO Box 850

Uxbridge UB8 9BR

tel 0871 87 333 50

fax 0871 87 333 74

e-mail advisors@a24group.com

website www.a24group.com

Ambition 24 hours
www.ambition24hours.co.uk

NURSING SERVICES of UK
EST SA 1943
AGENCY NURSING
www.NSofUK.com

 **British Nursing Association**
www.bna.co.uk

 **grosvenor nursing**
www.grosvenor-nursing.co.uk

 **Mayfair**
SPECIALIST NURSES
www.mayfair-nurses.co.uk

*calls cost 10p per minute plus network extras

Nurse and Care Worker Pre-interview Checklist England and Wales

Face to face interviews are a legal requirement

In order to ensure that we can register and clear you as quick as possible please use the following checklist to ensure that you have all the documents required.

- ☐ Logon, complete and pay for your online enhanced DBS application via www.a24connect.com. To access Connect please click on the verification link that has been sent to you via email. Please ensure you bring the necessary identification documents to interview so that we can countersign your DBS application.
- ☐ If you have registered for the DBS Update Service and have an enhanced DBS certificate issued after 17/6/2013, you do not need to apply for a new DBS disclosure. You must bring the original DBS certificate that is linked to your Update Service Account to the interview. We cannot accept copies.
- ☐ A24 Group application form fully completed.
- ☐ Referee information. Please complete the referee information on the application form together with your referee email address and contact details. We require this information to substantiate your recent expertise and work history. Please note that after the interview you can keep these details current by updating this via A24 Connect.
- ☐ Signed A24 Group terms of engagement. You can e-sign these via *A24 Connect*
- ☐ Evidence of the right to work in the UK.
- ☐ Original certificates of training, post registration courses etc.
- ☐ NMC Original Statement of Entry or HPC equivalent.
- ☐ NMC Annual Statement of Entry or HPC equivalent.
- ☐ Comprehensive up to date CV.
- ☐ Occupational health questionnaire.

Supporting Documentation Required

Note: Only UK test results are acceptable.

- ☐ Hepatitis B Results. Titre levels > 100 lu/l. < 100 lu/l requires Booster.
- ☐ Tuberculosis. OH/GP certificate of positive scar or record of a positive skin result.
- ☐ Measles ☐ Rubella. Evidence of two doses of MMR or individual immunity.
- ☐ Varicella. Self certification of having had chicken pox or shingles or test result showing immunity.

All occupational health results must be signed and stamped and be UK test results

- ☐ Evidence of professional indemnity cover (required for all work outside the NHS).
- ☐ Signed professional indemnity acknowledgement.
- ☐ Agency Worker Handbook Declaration - handbook www.a24group.com/downloads
- ☐ Police check from country of origin – if you have been in the UK less than 6 months.
- ☐ Copies of appraisals reviews from recent employers.
- ☐ Original IELTS certificate – if applicable.

Annual Training Certificates and specialist training evidence

- ☐ All specific or specialist training certificates or training records that may be in your possession which demonstrate competency.
- ☐ Certificates of evidence of Post Registration training (failure to provide these certificates may affect your pay rate).
- ☐ Basic Life Support or Advanced Life Support training.
- ☐ Manual Handling.
- ☐ Medication training.

The following courses are available as online courses (logon to www.a24group.com/training for further info) and can be completed online for a cost of £5.

- ☐ Fire Safety.
- ☐ Lone Worker Training.
- ☐ Handling of Violence & Aggression.
- ☐ The Caldicott Protocols.
- ☐ Health & Safety ☐ COSHH ☐ RIDDOR
- ☐ Infection Prevention & Control, including MRSA & Clostridium Difficile.
- ☐ Complaints Handling.
- ☐ Safeguarding Children and Young People - Level 2. (Level 3 available as required at an additional cost).
- ☐ Epilepsy.
- ☐ Protection of Adults.
- ☐ Food Hygiene.

Original Documents

We are required to verify all original documents as outlined above.

We will scan any original documents that you bring.

If you bring copies we require a copy of each and every page, ie for passports and travel documents, a copy should be taken of the document's front cover and any page containing the holder's personal details. In particular, you should copy any page that provides details of nationality, your photograph, date of birth, signature, date of expiry or biometric details.

As soon as you have all the documentation together ring or email the interview team on 0871 87 333 50* or email advisors@a24group.com

If you have any questions regarding the registration process, please call **0871 87 333 50*** and speak to one of our experienced Consultants.

Tel: **0871 87 333 50***

Fax: **0871 87 333 72**

Email: advisors@a24group.com

www.a24group.com

*Calls cost 10p per minute plus network extras

**NURSES,
CARE WORKER,
SOCIAL WORKER,
NURSERY NURSE**



Branch name
Interviewer

**ACTIVATE YOUR AGENCY LOGIN FOR WWW.A24CONNECT.CO.UK BY
CLICKING ON THE ACTIVATION LINK EMAILED TO YOU.**

EFFECTIVE 17/06/13

PERSONAL DETAILS

Title	First Name
Last Name	Middle Name
Known as	Maiden Name
Marital Status	Date of Birth / /
House Name / Number	
Address	
	City / Town
County	Post Code
Home Phone	Work Phone
Mobile Phone	
Email address	

RIGHT TO WORK

National Insurance Number

Passport (please tick) European Economic Area National ☐ European Economic Area Assession States ☐ Foreign National ☐

Country Passport was issued

Date of first entry in the UK

UK Entry Clearance Visa / Residence Permit Indefinite leave to remain ☐

Limited leave to remain - no remarks or observations ☐ Limited leave to remain - with remarks or observations ☐

MISCELLANEOUS DETAILS

Do you hold a current driving license? Yes ☐ No ☐

What method of transport do you use?

Have you worked for A24 Group previously? Yes ☐ No ☐

How did you hear of A24 Group?

NEXT OF KIN

Name	Relationship
Mailing Address	
Post Code	Telephone Number

PROFESSIONAL REFERENCES

The A24 Group requires references from your two most recent employers. By professional we mean actual employers and not colleagues, so work addresses are essential. All references must relate to clinical applicable employment over the last two years. If you have left a job working with vulnerable children and adults, legally a reason must be provided.

Name of referee _____ Company Name _____

Position _____ Start date / / End date / / To date ☐

Mailing Address _____

Country _____ Post Code _____

Telephone Number _____ Fax _____

Email _____ Mobile phone _____

Name of referee _____ Company Name _____

Position _____ Start date / / End date / / To date ☐

Mailing Address _____

Country _____ Post Code _____

Telephone Number _____ Fax _____

Email _____ Mobile phone _____

Name of referee _____ Company Name _____

Position _____ Start date / / End date / / To date ☐

Mailing Address _____

Country _____ Post Code _____

Telephone Number _____ Fax _____

Email _____ Mobile phone _____

Keep your information updated, by updating these details online!
www.a24connect.co.uk

EMPLOYMENT HISTORY

Please give details of employment history during the past 10 years, **most recent first**. (All gaps of 3 months or more must be accounted for - please continue on blank paper if necessary).

Note: NHS Requirements state: "Employment History should be recorded on an Application Form which is signed".

Please complete in full. Please do not cross out and write "See CV".

Please keep your work history updated online at www.a24connect.co.uk.

From	/	/	To	/	/	Employer
Address						
Phone number				Main contact		
Title of post				Grade		
Full or part-time				Salary		
Main responsibilities				Dept/ward		
Reason for leaving						

From	/	/	To	/	/	Employer
Address						
Phone number				Main contact		
Title of post				Grade		
Full or part-time				Salary		
Main responsibilities				Dept/ward		
Reason for leaving						

From	/	/	To	/	/	Employer
Address						
Phone number				Main contact		
Title of post				Grade		
Full or part-time				Salary		
Main responsibilities				Dept/ward		
Reason for leaving						

From	/	/	To	/	/	Employer
Address						
Phone number				Main contact		
Title of post				Grade		
Full or part-time				Salary		
Main responsibilities				Dept/ward		
Reason for leaving						

From	/	/	To	/	/	Employer
Address						
Phone number				Main contact		
Title of post				Grade		
Full or part-time				Salary		
Main responsibilities				Dept/ward		
Reason for leaving						

From	/	/	To	/	/	Employer
Address						
Phone number				Main contact		
Title of post				Grade		
Full or part-time				Salary		
Main responsibilities				Dept/ward		
Reason for leaving						

Have you ever been dismissed from any employment? Yes ☐ No ☐

NURSES - PLEASE INDICATE TYPE OF QUALIFICATION

EN/RN7 <input type="checkbox"/>	ENG/RN2 <input type="checkbox"/>	ENM/ENMH/RN4 <input type="checkbox"/>	LPE <input type="checkbox"/>	ODP <input type="checkbox"/>	Practice Nurse <input type="checkbox"/>
RFHN <input type="checkbox"/>	RFN/RN9 <input type="checkbox"/>	RGN/RNI/RNA <input type="checkbox"/>	RHV/HV <input type="checkbox"/>	RM <input type="checkbox"/>	RMN/RN3/RNMH <input type="checkbox"/>
RN6 <input type="checkbox"/>	RNLD/RN5 <input type="checkbox"/>	ROH <input type="checkbox"/>	RPHN <input type="checkbox"/>	RSCN/RN8/RNC <input type="checkbox"/>	RSN <input type="checkbox"/>
SCLD <input type="checkbox"/>	SCMH <input type="checkbox"/>	SPA <input type="checkbox"/>	SPC <input type="checkbox"/>	SPCC <input type="checkbox"/>	SPCLD <input type="checkbox"/>
SPCMH <input type="checkbox"/>	SPDN <input type="checkbox"/>	SPGP <input type="checkbox"/>	SPLD <input type="checkbox"/>	SPMH <input type="checkbox"/>	TCH <input type="checkbox"/>
V100 <input type="checkbox"/>	V150 <input type="checkbox"/>	V200 <input type="checkbox"/>	V300 <input type="checkbox"/>	ODA <input type="checkbox"/>	

KEYWORDING FOR TRAINED NURSES ONLY

PLEASE TICK THE AREAS THAT DESCRIBE YOUR WORK EXPERIENCE. PLEASE REMEMBER THAT YOU WILL BE HELD PROFESSIONALLY ACCOUNTABLE
NMC Pin Number

Expiry Date

Did you train in the UK ☐ Overseas ☐

KEYWORDS

SPECIALISM	LESS THAN 6 MONTHS	6 MONTHS TO 1 YEAR	1 TO 2 YEARS	2 TO 3 YEARS	3 TO 4 YEARS	4 PLUS YEARS
A & E Trained						
A & E Experienced						
Anaesthetic Trained						
Anaesthetic Experienced						
Antenatal						
Baby Immunisations						
Bereavement clinic						
Blood Pressure						
Boots MDS System						
Cardiac						
Cardiothoracic						
Care of the Elderly						
Challenging Behaviour						
Chemotherapy						
Chronic Disease Management						
City & Guilds 752 ODP						
Coil Checks						
Community Nursing						
Control & restraint trained (NHS)						
Control & restraint trained (Private)						
COPD						
Cosmetic Surgery						
CSSD						
Day Care Centre						
Day Surgery						
Dental						
Dermatology						
Dialysis						
District Nursing						
DOLS trained						

SPECIALISM	LESS THAN 6 MONTHS	6 MONTHS TO 1 YEAR	1 TO 2 YEARS	2 TO 3 YEARS	3 TO 4 YEARS	4 PLUS YEARS
Dressings						
Ear Syringing						
Eating disorders						
ECG's						
Emergency Nurse Practitioner (ENP)						
ENB Practice Nurse Certificate						
Family Planning Practice Nurse						
Family Planning						
Flu Vaccinations						
Gastrostomy						
GU Med						
Gynaecology						
Haematology						
Health Promotions						
Health Visitors						
HDU trained						
HDU experienced						
High Vaginal swabs						
Home Care						
Hospices						
Hospitals						
In Charge Duties						
Injections						
ICU trained						
ICU experienced						
ICU Neonatal						
ICU Psychiatric						
IDTS training						
IT Skills						
Ivs						
Learning Disability						

KEYWORDING FOR TRAINED NURSES ONLY continued

SPECIALISM	LESS THAN 6 MONTHS	6 MONTHS TO 1 YEAR	1 TO 2 YEARS	2 TO 3 YEARS	3 TO 4 YEARS	4 PLUS YEARS
Leg Ulcers						
MAPA trained						
Maybo trained						
Medical						
MAU/PAU						
Mental Health						
Mental capacity trained						
Minor Injuries						
Minor Surgery						
Neonatal						
Neurology						
Nurse Led Asthma clinic						
Nurse led cervical smears/cytology						
Nurse led diabetes						
Nurse Practitioner RCN Accreditation						
Nurse Prescribing						
Nursing Homes						
NVQ3						
NVQ3 in Operating Department Practice						
NVQ4						
Occupational health trained						
Occupational health experienced						
Oncology trained						
Oncology experienced						
Ophthalmology						
Orthopedics						
Out Patients						
Paediatric						
PAED ICU Trained						
PAED ICU Experience						

Other

SPECIALISM	LESS THAN 6 MONTHS	6 MONTHS TO 1 YEAR	1 TO 2 YEARS	2 TO 3 YEARS	3 TO 4 YEARS	4 PLUS YEARS
Palliative Care						
Personal safety trained						
Phelbotomy/Venupuncture						
PICU trained						
PMVA trained						
Practice Nurse experienced						
Prisons						
PSTS awareness trained						
Radiology						
Recovery						
Renal						
Residential Homes						
RMA						
SCBU trained						
SCBU experienced						
School Nurse						
Scrub						
Smoking cessation						
Spirometry						
Stoma Care						
Surgical						
Termination Clinic						
Theatre						
Tracheostomy						
Travel clinic						
Travel Immunisations						
Treatment Room						
Urology						
Vascular Surgery						
Ventilator						
Well Man clinic						
Well Woman clinic						

TYPE OF WORKER - CARE, NURSERY, DENTAL NURSE, SUPPORT, REGISTERED SOCIAL WORKER

- | | |
|---|---|
| <input type="checkbox"/> Band 2 Clinical Support Worker Comm | <input type="checkbox"/> Band 5 Dental Nurse Team Leader |
| <input type="checkbox"/> Band 3 Dental Nurse Entry Level | <input type="checkbox"/> Band 4 Nurse Associate Practitioner NVQ3 or Assessor |
| <input type="checkbox"/> Band 3 Higher Support Wker NVQ2 | <input type="checkbox"/> Care Assistant |
| <input type="checkbox"/> Band 4 Asst Practitioner Midwifery NVQ3/Assessor | <input type="checkbox"/> Senior Care |
| <input type="checkbox"/> Band 4 Dental Nurse | <input type="checkbox"/> Support Worker |
| <input type="checkbox"/> Band 4 Nursery Nurse NVQ3/NNEB/CACHE | <input type="checkbox"/> Social Worker |
| <input type="checkbox"/> Band 4 Operating Department Assistant | <input type="checkbox"/> Trainee Social Worker |
| <input type="checkbox"/> Band 4 Theatre Asst Practitioner NVQ3/Assessor | |

KEYWORDING - CARE, NURSERY, DENTAL NURSE, SUPPORT, REGISTERED SOCIAL WORKER

TYPE OF WORKER

Please indicate below your areas of expertise and number of years' experience.

SPECIALISM	LESS THAN 6 MONTHS	6 MONTHS TO 1 YEAR	1 TO 2 YEARS	2 TO 3 YEARS	3 TO 4 YEARS	4 PLUS YEARS
Adolescents						
Adult						
Assessments						
Asylum Support						
BTEC Certificate Early years						
BTEC First Diploma Early years						
BTEC National Diploma Early years						
Care Manager						
Care Worker						
Cache Level 2 in childcare						
Cache level 3 in childcare						
Centre Worker						
Child Protection worker						
Children						
Catheter care						
Challenging behaviour						
Control & restraint trained (NHS)						
Control & restraint trained (private)						
Community Mental Health						
Counsellor						
DOLS trained						
Drug/Alcohol abuse						
Eating disorders						
Escort duties						
Elderly						
Family centre worker						
Family placement worker						
Fostering/adoption worker						
Gastrostomy						
Group therapist						
HIV						
Homecare						
Homeless						

Other

GSCC Registration Number

SPECIALISM	LESS THAN 6 MONTHS	6 MONTHS TO 1 YEAR	1 TO 2 YEARS	2 TO 3 YEARS	3 TO 4 YEARS	4 PLUS YEARS
Hospices						
Hospitals						
Juvenile Justice worker						
Learning disability						
MAPA trained						
MAYBO Trained						
Mental capacity trained						
Mental health						
Midwifery Assistant						
Nursery nurse						
Nursing homes						
NNEB						
NVQ Assessor						
NVQ 1						
NVQ 2						
NVQ 2 Early years						
NVQ 3 Early years						
NVQ 3						
NVQ 3 in oral healthcare						
NVQ 4						
Paediatrics						
Personal safety trained						
Physically disabled						
PMVA trained						
Prisons/Offenders Units						
Probation service						
PSTS awareness trained						
Observations						
Palliative care						
Residential Homes						
Schools						
Senior care						
Student nurse						
Sensory impairment						
SVQ level 3 early years						
Theatre						
Tracheostomy						
Ventilator						

LANGUAGES

Home Language

Second Language

Third Language

Forth Language

Fifth Language

Sign Language

EQUAL OPPORTUNITIES

The A24 Group has an Equal Opportunities Policy which is available upon request. For the sole purpose of monitoring our Policy, please complete the following:

Age: 16-24: ☐ 25-34: ☐ 35-44: ☐ 45-54: ☐ 55+: ☐

Gender: Male: ☐ Female: ☐

Gender Identity (optional): If you identify as a transsexual or transgender (in that you have effected a permanent change of gender identity) or as intersex which group do you identify with? Transsexual ☐ Transgender ☐ Intersex ☐

Ethnic Origin:

White: British ☐ Irish ☐ Other White ☐

Asian: Bangladeshi ☐ Indian ☐ Pakistani ☐ Other Asian ☐

Black: African ☐ Caribbean ☐ Other Black ☐

Mixed: White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Other Mixed ☐

Other: Chinese ☐ Other Ethnic Group ☐

Prefer not to say: ☐

Do you consider yourself to have a disability within the meaning of the Equality Act 2010?

Yes: ☐ No: ☐ Prefer not to say: ☐

Religion or Belief:

No Religion ☐ Catholic ☐ Protestant ☐ Bahai ☐ Buddhist ☐ Christian ☐ Hindu ☐

Jain ☐ Jewish ☐ Muslim ☐ Sikh ☐ Other ☐ Prefer not to say ☐

Sexual Orientation:

Bisexual ☐ Gay Woman/Lesbian ☐ Gay Man ☐ Heterosexual/Straight ☐ Prefer not to say ☐

PAYROLL DETAIL

Bank Name Sort Code

Account Number Building Society Reference

Account Name

I authorise the A24 Group to pay my weekly earnings direct into the bank or building society whose details I have given above. I confirm that I will notify the A24 Group of any changes to these details.

Signed Date Print name

I have read and understood the A24 Group OPT-OUT OF 48 HOUR WORKING WEEK AGREEMENT and I hereby consent that the working week limit shall not apply to my assignments in accordance with paragraph 3 of the agreement. I understand that under paragraph 4, WITHDRAWAL OF CONSENT, I can end this agreement by giving the Employment Business 14 days notice in writing.

***You can update your bank details at any time by logging onto our secure portal at www.A24connect.co.uk.**

Signed Date Print name

REHABILITATION OF OFFENDERS ACT

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4.2 of the Rehabilitation of Offenders Act 1974 (Exemption Order 1975). Applicants are therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions in which the Order applies, and should be entered at the end of any particulars you give in support of your application. A copy of our written policies is available online. A criminal record will not necessarily be a bar to obtaining a position.

Due to changes in legislation as from 29 May 2013, the DBS will be removing certain specified old and minor offences from criminal record certificates issued from this date. In line with these changes the DBS have amended Question e55 on their application for a criminal record check. To ensure that the law is followed correctly, we need to remind applicants of the following when completing the form. The current question asks the applicant: "Have you ever been convicted of a criminal offence or received a caution, reprimand or warning? Applicants should now ignore this question and instead treat this question as if they were being asked: "Do you have any unspent convictions, cautions, reprimands or warnings?" The filtering rules, together with the list of offences that will never be filtered, are available from www.gov.uk/dbs.

CANDIDATE DECLARATION

I declare that the information that I have provided to the A24 Group in this application form is true and complete to the best of my knowledge. I have read and understood the terms of engagement and I agree to abide by these terms whilst on assignment. I understand that A24 Group is required to carry out extensive credential checks and that I am required to undergo occupational health assessments, criminal records check and mandatory training prior to being able to undertake assignments on behalf of the employment business and to renew these documents on an annual basis, acceptance onto our register is subject to passing all credential checks to a satisfactory level. The policies, procedures and handbook of the employment business are displayed on our websites; paper copies are available on request. The A24 Group consists of a number of subsidiary companies, your information is automatically shared between these companies and any other company within our control, and this increases your assignment opportunities. You can opt out of undertaking assignments via www.a24connect.co.uk. The A24 Group retains the right to hold this information and any other data required to process this application (whether in the UK, European Union or elsewhere) and keep for as long as necessary in line with the Data Protection Act. I hereby give permission for the A24 Group to allow access as a minimum to my file information only as part of an official audit or client compliance purposes, carried out by but not limited to CQC, the NHS Buying Solutions or other official body regulatory body. Access will only be granted in terms of the Data Protection Act. I hereby give permission for the A24 Group to access my DBS information via the DBS Update Service and I understand that from time to time A24 Group has to allow access to my file information as part of official audits or to evidence compliance to clients, CQC, NHS Framework agreements and other official regulatory bodies. Access will only be granted in accordance with the Data Protection Act.

AGENCY WORKER HANDBOOK

I confirm that I have read a copy of the handbook which outlines the goals, policies, benefits and expectations of the A24 Group and its clients as well as my responsibilities whilst on assignment. I have familiarized myself with the contents and by my signature below, I acknowledge, understand, accept and agree to comply with the information contained within it. Updates of this manual will happen from time to time and whenever this happens A24 Group will notify you. Available for download at www.a24group.com/downloads.

PROFESSIONAL INDEMNITY

I acknowledge that A24 Group has made me aware of the limits of indemnity available under the Clinical Negligence scheme for Trusts (CNST) and the cover is by no means sufficient to cover all the situations in which you I might find myself. A24 Group have advised me of the importance of taking out my own personal professional indemnity insurance and I realize that without this insurance I could be liable for all costs relating to any claim against me.

Signature

Print Name

Date





NEW EMPLOYEE MEDICAL QUESTIONNAIRE

CONFIDENTIAL

The purpose of the questionnaire is to see whether you have any health problems that could affect your ability to undertake the duties of the post you have been offered or place you at any risk in the workplace. We may recommend adjustments or assistance as a result of this assessment to enable you to do the job. Our aim is to promote and maintain the health of all people at work. Before health clearance is given for employment you may be contacted by Healthier Business UK Ltd and may need to be seen by an occupational health advisor or physician.

Your record will be held on file for a short period of time and may be subject to audit. Your file may also be used to cross reference and ascertain your fitness should you register with other clients of Healthier Business UK Ltd.

Personal Information			
Title	Surname	First names	DOB
Home Tel:		Work Tel:	Mobile:
Home Address:		GP Address:	

Medical History		
<u>All staff groups complete this section</u>	Yes	No
Do you have any illness/impairment/disability (physical or psychological) which may affect your work?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had any illness/impairment/disability which may have been caused or made worse by your work?	<input type="checkbox"/>	<input type="checkbox"/>
Are you having, or waiting for treatment (including medication) or investigations at present? If your answer is yes, please provide further details of the condition, treatment and dates	<input type="checkbox"/>	<input type="checkbox"/>
Do you think you may need any adjustments or assistance to help you to do the job?	<input type="checkbox"/>	<input type="checkbox"/>

- If you have indicated yes to any of the above questions you must provide further details, failure to do so will result in the form being **returned/rejected**.

Additional Information (If you have answered yes to any questions above please provide additional information below)

Tuberculosis		
Clinical diagnosis and management of tuberculosis, and measures for its prevention and control (NICE 2006)	Yes	No
Have you lived continuously in the UK for the last 5 years?	<input type="checkbox"/>	<input type="checkbox"/>
If you answered NO to the above, please list all of the countries that you have lived in/visited over the last 5 years, including duration of stay and dates i.e. United Kingdom March 2011 to July 2011.		
Have you had a BCG vaccination in relation to Tuberculosis?	<input type="checkbox"/>	<input type="checkbox"/>
If you answered yes please state when	Date	

Do you have any of the following	Yes	No
A cough which has lasted for more than 3 weeks	<input type="checkbox"/>	<input type="checkbox"/>
Unexplained weight loss	<input type="checkbox"/>	<input type="checkbox"/>
Unexplained fever	<input type="checkbox"/>	<input type="checkbox"/>
Have you had tuberculosis (TB) or been in recent contact with open TB	<input type="checkbox"/>	<input type="checkbox"/>

Additional Information (If you have answered yes to any questions above please provide additional information below)

Chicken Pox or Shingles		
Have you ever had chicken pox or shingles		
Yes	No	Date

Immunisation History						
Have you had any of the following immunisations				Yes	No	Date
Triple vaccination as a child (Diphtheria / Tetanus / Whooping cough)						
Polio						
Tetanus						
Hepatitis B (If Yes is ticked please give dates below)						
Course:	1	2	3			
Boosters:	1	2	3			

Proof of Immunity (Please send the following)	
Varicella	You must provide a written statement to confirm that you have had chicken pox or shingles however we <u>strongly advise</u> that you provide serology test result showing varicella immunity
Tuberculosis	We require an occupational health/GP certificate of a positive scar or a record of a positive skin test result (<u>Do not Self Declare</u>)
Rubella, Measles	Certificate of <u>“two”</u> MMR vaccinations or proof of a positive antibody for Rubella and Measles
Hepatitis B	You must provide a copy of the most recent pathology report showing titre levels of 100lu/l or above
Proof of Immunity (Please send the following) EPP Candidates Only	
Hepatitis B Surface Antigen	Evidence of a negative Surface Antigen Test Report must be an identified validated sample. (IVS)
Hepatitis C	Evidence of a negative antibody test Report must be an identified validated sample. (IVS)
HIV	Evidence of a negative antibody test Report must be an identified validated sample. (IVS)

Exposure Prone Procedures		
Will your role involve Exposure Prone Procedures	Yes	No

Declaration		
I declare that the answers to the above questions are true and complete to the best of my knowledge and belief. I also give consent for the Healthier Business UK Ltd to make recommendations to my employer.		
Name	Signature	Date



Proof of Hepatitis B course + boosters

Patient/candidates name	
Date of birth	
Address	

Hepatitis B history (To be completed by your GP or Occupational Health department)	
Date of inoculation	Administer by (if known)

Boosters required /due (To be completed by your GP or Occupational Health department)	
Date booster is due	

Please note we still require serological (pathology report) evidence of immunity to Hepatitis B

Declaration			
I hereby confirm that the information detailed with this form is present and correct (To be completed by your GP or Occupational Health department)			
Name		Position	
Signature		Date	
GMC/NMC no			

In order to help with our verification process please ensure that this document is stamped:



BCG Scar Declaration Form

Section to be completed by candidate

Personal Information			
Surname:		Forenames:	
Grade and Speciality:		Date of Birth:	

Section to be completed by Health Care Professional

Health Care Professional's Personal Information			
Surname:		Forenames:	
Tel:		GMC or NMC PIN No:	
Address including postcode			

Confirmation of competence			
Individuals viewing BCG scars must be trained and competent to do so			
<u>I confirm that I am:</u>			
An Occupational Health nurse skilled in viewing BCG scars	<input type="checkbox"/>	Please tick	
An Occupational Health Physician	<input type="checkbox"/>	Please tick	
A Physician who is competent and has undertaken the relevant training in viewing BCG scars	<input type="checkbox"/>	Please tick	
A nurse who has been deemed competent and has undertaken the relevant training in viewing BCG scars	<input type="checkbox"/>	Please tick	

Screening Results				
Please examine the skin at the distal insertion of the deltoid, and look for a scar.				
Is there a scar on the skin over the deltoid, in a location consistent with a BCG vaccination?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes which side	Right	<input type="checkbox"/>	Left	<input type="checkbox"/>

Declaration		
I hereby certify that I am competent in the administration and reading of mantoux skin testing and BCG Vaccination Scars.		
Name:		<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">Occupational Health Department / Surgery Stamp</div> <div style="text-align: center; font-style: italic; font-weight: bold; padding-top: 20px;">Please note a stamp is required in order for for this form to be deemed valid</div>
Date:		
Signature		
Qualification/Designation		

Incomplete or partially completed forms will be refused

Tel: 0871 87 333 12

Fax: 0871 87 333 72

bloodtests@a24group.com



Mandatory Occupational Health Requirements

The A24 Group has negotiated preferential prices for blood tests with The Doctors Laboratory (TDL). TDL provides laboratory services only. They do NOT provide vaccinations, mantoux or scar checks.

Please ensure you take the attached request form with you for special prices, as shown below.

Test Description	TDL Code	Price	Availability
Varicella Zoster IgG	VZOS	£17.00	Site or Postal
HIV 1 & 2 Antibodies	HDUO	£17.00	Site or Postal
Hepatitis B Immunity	HBIM	£17.00	Site or Postal
Hepatitis C Profile	HEPC	£17.00	Site or Postal
Measles Antibody IgG	MEAS	£17.00	Site or Postal
Rubella Antibody IgG	RUBE	£17.00	Site or Postal
Measles/Rubella	MMR	£50.00	Site or Postal
TB Quantiferon Gold	TBQ	£45.00	Walk-in ONLY – NO POSTAL
Sample Taking Fee	Between £7.50 and £20 depending on the location		

Sample Taking Options:

<u>London</u>	The Doctors Laboratory Tel: 020 7307 7383.	55 Wimpole St, London, W1G 8YL	Mon to Fri: 08h00 – 19h00 Saturday: 09h00 – 17h00
<ul style="list-style-type: none">• Walk-In sample taking Fee: £7.50			

<u>Manchester</u>	Sameday Doctor Tel: 0161 827 7868.	Alexandra Buildings, 28 Queen Street, Manchester, M2 5HX	Mon to Fri: 08h00 – 18h00 Saturday: 10h00 – 13h00
<ul style="list-style-type: none">• Walk-in sample taking fee: £45• Vaccinations available for Hepatitis B, MMR and Varicella. Prices are available upon request.• BCG Scar verifications available at no charge.			

Photographic ID will be undertaken prior to taking your samples. It is essential that you take this with you.
Results without ID verification WILL NOT be accepted.

A copy of your results will be sent to the A24 Group to be added to your compliance file. A copy will also be sent to you, at the address supplied by you at the time of your attendance.

VERY IMPORTANT

You must use the attached A24 Group order form to qualify for the special A24 Group pricing for ALL Walk-In Requests

TERMS OF ENGAGEMENT FOR TEMPORARY WORKERS

1. DEFINITIONS

1.1 In these Terms of Engagement the following definitions apply:–

“Actual Rate of Pay”	means, unless and until the Temporary Worker has completed the Qualifying Period, the rate of pay which will be paid for each hour worked during an Assignment (to the nearest quarter hour) weekly in arrears, subject to Deductions and any Agreed Deductions, as informed by your consultant telephonically or provided to you by email/electronic means or as shown on our websites.
“Actual QP Rate of Pay”	means the rate of pay which might become payable to the Temporary Worker if and when he completes the Qualifying Period. Such rate will be paid for each hour worked during an Assignment (to the nearest quarter hour) weekly in arrears, subject to Deductions and any Agreed Deductions.
“Agency Workers Regulations”	means the Agency Workers Regulations 2010;
“Agreed Deductions”	means any deductions the Temporary Worker has agreed can be made from their pay;
“Assignment”	means assignment services to be performed by the Temporary Worker for the Hirer for a period of time during which the Temporary Worker is supplied by the Employment Business to work temporarily for and under the supervision and direction of the Hirer;
“Calendar Week”	means any period of 7 days starting with the same day as the first day of the First Assignment;
“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;
“Conduct Regulations”	means the Conduct of Employment Agencies and Employment Businesses Regulations 2003;
“Confidential Information”	means any and all confidential commercial, financial, marketing, technical or other information or data of whatever nature relating to the Hirer or Employment Business or their business or affairs (including but not limited to these Terms, data, records, reports, agreements, software, programs, specifications, know-how, trade secrets and other information concerning the Assignment) in any form or medium whether disclosed or granted access to whether in writing, orally or by any other means, provided to the Temporary Worker or any third party in relation to the Assignment by the Hirer or the Employment Business or by a third party on behalf of the Hirer whether before or after the date of these Terms together with any reproductions of such information in any form or medium or any part(s) of such information;
“Control”	means (a) the legal or beneficial ownership, directly or indirectly, of more than 50% of the issued share capital or similar right of ownership; or (b) the power to direct or cause the direction of the affairs and/or general management of the company, partnership, statutory body or other entity in question, whether through the ownership of voting capital, by contract or otherwise, and "Controls" and "Controlled" shall be construed accordingly;
“Data Protection Laws”	means the Data Protection Act 1998, any applicable statutory or regulatory provisions and all European Directives and regulations in force from time to time relating to the protection and transfer of personal data;
“Deductions”	means any deductions which the Employment Business may be required by law to make and in particular in respect of PAYE pursuant to Sections 44-47 of the Income Tax (Earnings and Pensions) Act 2003 and Class 1 National Insurance Contributions;
“Emoluments”	means any pay in addition to the Actual QP Rate of Pay;
“Employment Business”	means Ambition 24hours, Nursing Services of the UK, Locum Services of the UK, British Nursing Association, Grosvenor Nursing, Mayfair Nurses, Pinnacle Health Staffing including Holt, Medic or Pinnacle Podiatry or any other related company/division from time to time, collectively the A24 Group, Group House, 92-96 Lind Road, Sutton, Surrey, SM1 4PL;

“Engagement”	means the engagement, employment or use of the Temporary Worker by the Hirer or any third party to whom the Temporary Worker has been introduced by the Hirer, on a permanent or temporary basis, whether under a contract of service or for services, and/or through a company of which the Temporary Worker is an officer, employee or other representative, an agency, license, franchise or partnership arrangement, or any other engagement; and “Engage”, “Engages” and “Engaged” shall be construed accordingly;
“First Assignment”	means:
(a)	the relevant Assignment; or
(b)	if, prior to the relevant Assignment:
i.	the Temporary Worker has worked in any assignment in the same role with the relevant Hirer as the role in which the Temporary Worker works in the relevant Assignment; and
ii.	the relevant Qualifying Period commenced in any such assignment, that assignment (an assignment being (for the purpose of this defined term) a period of time during which the Temporary Worker is supplied by one or more Temporary Work Agencies to the relevant Hirer to work temporarily for and under the supervision and direction of the relevant Hirer);
“Hirer”	means the person, firm or corporate body together with any subsidiary or associated person, firm or corporate body (as the case may be) to whom the Temporary Worker is supplied or introduced;
“Hirer's Group”	means (a) any individual, company, partnership, statutory body or other entity which from time to time Controls the Hirer, including (but not limited to) as a holding company as defined in section 1159 of the Companies Act 2006; and (b) any company, partnership, statutory body or other entity which from time to time is Controlled by or is under common Control with the Hirer, including (but not limited to) as a subsidiary or holding company as defined in section 1159 of the Companies Act 2006;
“Period of Extended Hire”	means any additional period that the Hirer wishes the Temporary Worker to be supplied for beyond the duration of the original Assignment or series of assignments as an alternative to paying a Transfer Fee;
“Qualifying Period”	means 12 continuous Calendar Weeks (as defined by the Agency Workers Regulations) during the whole or part of which the Temporary Worker is supplied by one or more Temporary Work Agencies to the relevant Hirer to work temporarily for and under the supervision and direction of the relevant Hirer in the same role, and as further defined in our Policies and Procedures (available on our websites);
“Relevant Period”	means (a) the period of 8 weeks commencing on the day after the last day on which the Temporary Worker worked for the Hirer having been supplied by the Employment Business; or (b) the period of 14 weeks commencing on the first day on which the Agency Worker worked for the Hirer having been supplied by Employment Business or 14 weeks from the first day of the most recent Assignment where there has been a break of more than 6 weeks (42 days) since any previous assignment;
“Temporary Work Agency”	means as defined in Regulation 4 of the Agency Workers Regulations and which broadly mean a person engaged in the economic activity, public or private, whether or not operating for profit, and whether or not carrying on such activity in conjunction with others, of:
(a)	supplying individuals to work temporarily for and under the supervision and direction of hirers; or
(b)	paying for, or receiving or forwarding payment for, the services of individuals who are supplied to work temporarily for and under the supervision and direction of hirers. as defined in the Schedule to these Terms;
‘Temporary Worker’/‘Agency Worker’	means the locum doctor, locum allied professional, trained nurse, social worker, healthcare assistant or other temporary worker who agrees to and is provided with a copy of these Terms of Engagement;
“Terms”	means these terms of engagement;
“Transfer Fee”	means the fee payable by the Hirer to the Employment Business in accordance with clause 3.7, as permitted by Regulation 10 of the Conduct Regulations;
“Working Time Regulations”	means the Working Time Regulations 1998.

- 1.2 Unless the context otherwise requires, references to the singular include the plural and references to the masculine include the feminine and vice versa.
- 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 During an Assignment the Temporary Worker will be engaged on a contract for services by the Employment Business on these Terms, 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 not an employee of the Employment Business although the Employment Business is required to make the Deductions from the Temporary Worker's pay in accordance with clause 4.1. These Terms shall not give rise to a contract of employment between the Employment Business and the Temporary Worker, or the Temporary Worker and the Hirer. The Temporary Worker is supplied as a worker, and is entitled to certain statutory rights as such, but nothing in these Terms shall be construed as giving the Temporary Worker rights in addition to those provided by statute except where expressly stated.
- 2.3 No variation or alteration of these Terms shall be valid unless approved by a director of the Employment Business in writing.
- 2.4 The Employment Business shall act as an employment business (as defined in Section 13(3) of the Employment Agencies Act 1973) when introducing or supplying the Temporary Worker for Assignments with its Hirers.
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3. ASSIGNMENTS

- 3.1 The Employment Business (which may vary from Assignment to Assignment) will endeavour to obtain suitable Assignments for the Temporary Worker to work in fields specified by the Temporary Worker on his application forms (updated as necessary). There is no charge for this work finding service although the Employment Business does, from time to time, provide services for which a charge is made. Details of these are available on request and are on the Employment Business' website www.a24group.com. Provision of work finding services is not conditional on use of any of the Employment Business' chargeable services.
- 3.2 The Temporary Worker acknowledges that the nature of temporary work means that there may be periods when no suitable work is available. The Temporary Worker further agrees that suitability 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.
- 3.3 At the same time as an Assignment is offered to the Temporary Worker the Employment Business shall provide the Temporary Worker with the following information:
- 3.3.1. the identity of the Hirer, and if applicable the nature of their business;
 - 3.3.2. the date the Assignment is to commence and the duration or likely duration of Assignment;
 - 3.3.3. the Type of Work, location and hours during which the Agency Worker would be required to work;
 - 3.3.4. the Hourly Rate that will be paid (subject to deductions) and any expenses payable by or to the Temporary Worker;
 - 3.3.5. any risks to health and safety known to the Hirer in relation to the Assignment and the steps the Hirer has taken to prevent or control such risks; and
 - 3.3.6. what experience, training, qualifications and any authorisation required by law or a professional body the Hirer considers necessary or which are required by law to work in the Assignment.
- 3.4 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.
- 3.5 The Temporary Worker shall not be obliged to accept any Assignment offered by the Employment Business.
- 3.6 The Temporary Worker may not under any circumstances introduce any other person to supply services in place of the Temporary Worker.
- 3.7 If during the course of an Assignment or within certain periods after the end of an Assignment or after an introduction where no assignment took place the Client wishes to employ the Temporary Worker direct (or assist another body to employ the Temporary Worker direct), the Temporary Worker acknowledges that under certain circumstances the Employment Business will be entitled either to charge the Client an introduction fee or a period of extended hire.
- 3.8 If the Temporary Worker has completed the Qualifying Period on the start date of the relevant Assignment or following completion of the Qualifying Period during the relevant Assignment, and if the Temporary Worker is entitled to any terms and conditions relating to the duration of working time, night work, rest periods and/or rest breaks under the Agency Workers Regulations which are different and preferential to rights and entitlements relating to the same under the Working Time Regulations, any such terms and conditions will be as set out in writing once determined (as appropriate).
- 3.9 If the Temporary Worker considers that he has not or may not have received equal treatment under the Agency Workers Regulations, the Temporary Worker may raise this in writing with the Employment Business setting out as fully as possible the basis of his concerns. This should be emailed to complaints@a24group.com.

4. REMUNERATION

- 4.1 Unless and until the Temporary Worker completes the Qualifying Period then depending on which Employment Business arranges the relevant Assignment then unless otherwise agreed the Employment Business shall pay to the Temporary Worker the Actual Rate of Pay, being remuneration calculated at the hourly rate as displayed in the Employment Business' pay rate schedules (available on request and on the Employment Business' websites accessed via www.a24group.com) or as otherwise advised to the Temporary Worker at the time of booking the Assignment or subsequently. Where the Employment Business' pay rate schedules indicate a range of hourly rates (the lower end of the range being the minimum hourly rate payable) the Employment Business will decide on the rate according to a range of factors. The actual rate will be notified on a per Assignment basis (the Temporary Worker must check with the Employment Business the agreed rate) for each hour worked during an Assignment (to the nearest quarter hour) to be paid weekly in arrears for all work satisfactorily performed, subject to PAYE, National Insurance and any other deductions which the Employment Business may be required by law to make. Payment of remuneration to the Temporary Worker is not contingent upon the Employment Business being paid by the Client.
- 4.2 If the Temporary Worker has completed the Qualifying Period on the start date of the relevant Assignment or following completion of the Qualifying Period during the relevant Assignment, the Employment Business shall pay to the Temporary Worker the greater of:
- the Actual Rate of Pay, or,
the Actual Rate of Pay plus the amount by which the QP Rate of Pay (if any) exceeds the Actual Rate of Pay, to which shall also be added the Emoluments (if any) which will be notified on a per Assignment basis and as set out in writing once determined to the Temporary Worker.
- 4.3 Subject to any statutory entitlement under the relevant legislation, the Temporary Worker is not entitled to receive payment from the Employment Business or Clients for time not spent on Assignment, whether in respect of holidays, illness or absence for any other reason.
- 4.4 The Temporary Worker is entitled to join the Employment Business' stakeholder pension scheme.
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5. STATUTORY LEAVE

- 5.1 For the purposes of calculating entitlement to paid annual leave pursuant to Working Time Regulations, the leave year commences on 1st October annually.
- 5.2 Under the Working Time Regulations, the Temporary Worker is entitled to 5.6 weeks per year of annual leave as a statutory minimum. All entitlement to earned 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. The Temporary Worker is responsible for ensuring that all paid annual leave is claimed and taken within the Leave Year.
- 5.3 Entitlement to payment for leave accrues in proportion to the amount of time worked continuously by the Temporary Worker on Assignments during the leave year and is calculated according to the previous 12 weeks worked. Four weeks' notice of a requirement for statutory leave must be provided by the Temporary Worker.
- 5.4 Under the Agency Workers Regulations, on completion of the Qualifying Period the Temporary Worker may be entitled to paid and/or unpaid annual leave in addition to the Temporary Worker's entitlement to paid annual leave under the Working Time Regulations and in accordance with clauses 5.2 and 5.3. If this is the case, any such entitlement(s), the date from which any such entitlement(s) will commence and how payment for such entitlement(s) accrues will be as set out in writing.
- 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 his total holiday entitlement in each month of his leave year. Where the Temporary Worker wishes to take any leave to which he is entitled, he should notify the Employment Business in writing of the dates of his intended absence. The Employment Business requires four weeks' written notice of intention to take holiday. This is to be sent to the holiday manager in the payroll department in the Sutton Head office.
- 5.6 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.
- 5.7 Temporary Workers who provide their services via an intermediary organisation or on a self-employed basis are not entitled to holiday pay.
- 5.8 No person shall be able to work for the Employment Business whilst on annual leave.
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6. SICKNESS ABSENCE

- 6.1 The Temporary Worker may be eligible for Statutory Sick Pay provided that he meets the relevant statutory criteria including the timely provision of evidence of incapacity to work.
-

7. TIMESHEETS

- 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 deliver to the Employment Business a time sheet for the specific Employment Business duly completed to indicate the number of hours worked during the preceding week (or such lesser period) and signed by an authorised representative of the Client. Failure to submit a time sheet for hours worked may delay payment for those hours. Failure to co-operate in the Employment Business' timesheet process may constitute a breach of this contract for which damages might be claimed.
- 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 Hirer for those hours.

- 7.3 Where the Temporary Worker fails to submit a properly authenticated timesheet the Employment Business shall, in a timely fashion, conduct further investigations into the hours claimed by the Temporary Worker and the reasons that the Hirer has refused to sign a 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 he is carrying out activities or duties for 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 working time for these purposes.
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8. CONDUCT OF ASSIGNMENTS

- 8.1 The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business but if he does so, during every Assignment and afterwards where appropriate, he will:-
- a) co-operate with the Client and/or the Client's staff, accept reasonable instructions and accept the direction, supervision and control of any responsible person in the Client's home or organisation;
 - b) be present at such times as may be stipulated by the Client and unless arrangements have been made to the contrary, to conform to the normal hours of work agreed at the premises where the assignment is to be carried out;
 - c) observe any relevant policies, 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;
 - d) take all reasonable steps to safeguard his own health and safety and that of any other person who may be present or be affected by his actions on the Assignment and comply with the Health and Safety policies and procedures of the Client and the Employment Business;
 - e) not engage in any conduct detrimental to the interests of the Client;
 - f) not at any time divulge to any person, nor use for his own or any other person's benefit, any confidential information relating to the Client's or the Employment Business' employees, business affairs, transactions or finances;
 - g) act in a professional and courteous manner;
 - h) be responsible for the provision of a uniform and any necessary equipment;
 - i) co-operate with the Employment Business' staff and accept their direction, supervision and control.
- 8.2. If the Temporary Worker accepts any Assignment offered by the Employment Business, as soon as possible prior to the commencement of each such Assignment and during each Assignment (as appropriate) and at any time at the Employment Business' request, the Temporary Worker undertakes to:
- 8.2.1. inform the Employment Business in writing (mypay@a24group.com) of any Calendar Weeks between 1 October 2011 and prior to the date of commencement of the relevant Assignment and/or during the relevant Assignment in which the Temporary Worker has worked in the same or a similar role with the relevant Hirer via any third party and which the Temporary Worker believes count or may count toward the Qualifying Period;
 - 8.2.2. provide the Employment Business with all the details of such work, including (without limitation) details of where, when and the period(s) during which such work was undertaken and any other details requested by the Employment Business; and
 - 8.2.3. inform the Employment Business if, since 1 October 2011, he has prior to the date of commencement of the relevant Assignment and/or during the relevant Assignment:
 - 8.2.3.1. completed two or more assignments with the Hirer;
 - 8.2.3.2. completed at least one assignment with the Hirer and one or more earlier assignments with any member of the Hirer's Group; and/or
 - 8.2.3.3. worked in more than two roles during an assignment with the Hirer and on at least two occasions worked in a role that was not the same role as the previous role.
- 8.3 If the Temporary Worker is unable to attend work during the course of an Assignment he should inform the Client and the Employment Business by no later than 7.30am on the first day of absence to enable alternative arrangements to be made.
- 8.4. If, either before or during the course of an Assignment, the Temporary Worker becomes aware of any reason why he may not be suitable for an Assignment, he shall notify the Employment Business without delay.
- 8.5. The Temporary Worker acknowledges that any breach of his obligations set out in this clause may cause the Employment Business to suffer loss and that the Employment Business reserves the right to recover such losses from the Temporary Worker.

9. TERMINATION and COMMENCEMENT

- 9.1 Before commencing any assignment the Temporary Worker must provide the Employment Business with confirmation that they do not have any unspent convictions, cautions, reprimands or warnings in relation to any criminal offence. In the event that the Temporary Worker is charged with, cautioned, warned or reprimanded in relation to any criminal offence they must inform the Employment Business immediately and provide regular reports about the progress of proceedings.
- 9.2 The Temporary Worker will fully co-operate with the Employment Business in relation to any criminal record checks which The Employment Business is required to carry out and with the frequency of such checks.
- 9.3 Before commencing any assignment the Temporary Worker must inform the Employment Business about any complaint made against him that is relevant to their professional competence, standing or conduct. In the event that the Temporary Worker becomes the subject of a complaint he must inform the Employment Business immediately and provide regular reports about the progress of proceedings.
- 9.4 The Employment Business will inform the Temporary Worker about any complaint made against him that is relevant to his/her professional competence or conduct.
- 9.5 Where the Temporary Worker wishes to raise any complaint about any matter, he/she should do so in accordance with the Employment Business's complaints procedure.
- 9.6 Unless otherwise agreed the Employment Business or the Client may, without prior notice or liability, terminate the Temporary Worker's Assignment at any time.
- 9.7 Unless otherwise agreed the Temporary Worker may terminate an Assignment at any time without prior notice or liability.
- 9.8 If the Temporary Worker does not inform the client or the Employment Business 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 unless the Temporary Worker can show that exceptional circumstances prevented informing the Employment Business of the absence.
- 9.9 If the Temporary Worker is absent during the course of an Assignment and the contract has not been otherwise terminated the Employment Business will be entitled to terminate the contract in accordance with clause 9.6 if the work to which the absent worker was assigned is no longer available for the Temporary Worker.
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10. SPECIAL PROVISIONS

- 10.1 The Temporary Worker must provide the Employment Business with all requested proof of qualifications, references, recent photographs (for identification purposes), access to health records and medical registrations as may be requested in order for the Employment Business to satisfy itself that the Temporary Worker is fit to be supplied to Client. The Temporary Worker accepts that the Employment Business is or may be required to handle/process this (and other personal information as reasonably requested from time to time) and may need to share such information with its agents or third parties as part of performing its duties. The Temporary Worker recognises such obligations on the Employment Business and hereby consents to the handling, processing and divulging (whether in the UK, the European Union or elsewhere) of such information as may be necessary for the Employment Business (or its agents) to perform its duties.
- 10.2. The Temporary Worker consents to the Employment Business, any other intermediary involved in supplying the services of the Temporary Worker to the Hirer (now or in the future), and the Hirer:
- 10.2.1. processing his personal data for purposes connected with the performance of the Assignment and pursuant to these Terms; and
 - 10.2.2. exporting and/or processing his personal data in jurisdictions outside the European Economic Area for purposes connected with the performance of these Terms.
- 10.3 In the situation where the Temporary Worker is a qualified professional, the professional should ensure that their professional registration remains active at all times and that they comply with their professional body's Code of Conduct during every Assignment. In the situation where the Temporary Worker is a Healthcare Assistant without relevant National Vocational Qualification, the Healthcare Assistant shall register for the relevant NVQ within the first six months of commencing an Assignment with the Employment Business and shall complete the qualification within three years. In all cases Temporary Workers with professional qualifications and who rely thereon for work must ensure full and current compliance with the appropriate professional requirements.
- 10.4 The Temporary Worker is required to effect professional indemnity cover whilst on Assignment.
- 10.5 The Temporary Worker should advise the Employment Business immediately if offered any employment or engagement by the Client or any third party to whom he is introduced by the Client and is also requested to provide details to the Employment Business of any remuneration offered.
- 10.6 The Temporary Worker is required to advise the Employment Business of any medical condition or any change in state of health that could impact upon ability to carry out Assignments or his eligibility for Assignments.
- 10.7 The Temporary Worker must follow and co-operate fully with the formal induction procedure of the Employment Business and undertake any training specified by the Employment Business or its hirers.

- 10.8 Throughout each Assignment, the Temporary Worker must comply with the Employment Business' policies and/or procedures:
- 10.8.1 on standards of conduct and all organisational matters as set out in the Employment Business's handbook;
 - 10.8.2 on the safe handling of client money and property. In addition the Temporary Worker hereby agrees not to be involved in assisting in the making of or benefiting from the Will or Codicil of any patient whom the Temporary Worker is supplied by the Employment Business to assist, nor will the Agency Worker become involved in any other legal documentation concerning the Client's affairs;
 - 10.8.3 in relation to the entry and departure from Client's home;
 - 10.8.4 which apply in the event of a non-response from the Client at the premises where the Assignment is to be performed or in the event of any accident or other emergency at the premises;
 - 10.8.5 regarding the detailed records which the Agency Worker is required to maintain during an Assignment which shall be advised to the Agency Worker; and
 - 10.8.6 which concern the administration of or assistance with medication (including all record keeping requirements) and which will also identify the limits to assistance and the tasks which may not be undertaken without specialist training.
- 10.9 At all times during an Assignment, the Temporary Worker shall wear an identification badge, which shall provide details of his/her name, which identifies the Employment Agency and which features a contemporary photograph of the Temporary Worker.
- 10.10 Where the Assignment takes place in the Client's home, the Temporary Worker shall ensure that any equipment used is in a safe condition. The Temporary Worker shall ensure that any necessary inspections of such equipment have taken place on time and, where necessary, the Temporary Worker shall notify any organisation supplying the said equipment that an inspection is required.
- 10.11 The Temporary Worker recognises the Employment Business' obligations under The Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Regulations) and hereby agrees to disclosures of personal information about the Temporary Worker as required in order for the Employment Business to comply with the Regulations.
- 10.12 All companies/divisions within the A24 Group are able to offer Assignments once the Temporary Worker has cleared for work meaning that on occasion we can provide more than one type of assignment. Pay rates vary between the companies/divisions and therefore the Temporary Worker should check the rate of pay due at the point of booking. Pay rates for each division can be accessed either via www.a24group.com (for some client situations as appropriate) or from the booking consultant.
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11. TRAINING

- 11.1 The Employment Business will endeavour to assist the Temporary Worker to obtain training where required. Training is offered by various independent third party suppliers at venues throughout the UK and via online courses. Prices are determined by each individual supplier and the Employment Business obtains no financial benefit from recommending the Temporary Worker to any of these third party suppliers. The Temporary Worker is under no obligation to update their training through any of the providers that A24 Group is affiliated with and may provide evidence of training undertaken at their place of work or other training establishment. The Employment Business accepts training certificates from any third party service provider provided that the certificate meets the relevant compliance requirements.
- 11.2 The Employment Business also offers in-house training to candidates for manual handling and basic life support. The Temporary Worker is under no obligation to use the in-house training and the Employment Business will gladly recommend the Temporary Worker to a relevant supplier. The Temporary Worker has the right to cancel or withdraw from the in-house training at any time as long as the Temporary Worker provides the Employment Business with seven days' notice of the cancellation.
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12. UNIFORMS AND LANYARDS FOR OUR BRANDS

- 12.1 The Employment Business will endeavour to assist the Temporary Worker to obtain the appropriate uniforms as required. Uniforms can be obtained from Alexandra Workwear or other nominated supplier from time to time. Prices are determined by the nominated supplier and payment should be made directly to the supplier. All returns and faults are between the Temporary Worker and the supplier and the Employment Business obtains no financial benefit from recommending the Temporary Worker to any of these approved suppliers.
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13. DISCLOSURE & BARRING SERVICES (DBS)

- 13.1 The Employment Business is obliged to carry out ongoing disclosure checks on all Temporary Workers to ensure the protection of service users. Effective 17/6/2013, the Employment Business will accept disclosure certificates that have been undertaken by other Registered Bodies (certificates must have been issued after 17/6/2013). These certificates are accepted on the proviso that the Temporary Worker has registered with the DBS Update Service. All Temporary Workers are required to register for the DBS Update Service from 17/6/2013 and in doing so provide consent to the Employment Business to carry out annual checks as required by our customers. Temporary Workers must specifically opt out either by writing to the Employment Business directly or via www.a24connect.co.uk.
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14. LAW

These Terms are governed by the law of England & Wales where the service is delivered in England and Wales and are subject to the exclusive jurisdiction of the Courts of England & Wales.

Where the service is delivered in Scotland or Northern Ireland, the Terms are governed by the law of Scotland or Northern Ireland and are subject to the exclusive jurisdiction of the Courts of Scotland and Northern Ireland.

TERMS OF ENGAGEMENT FOR TRAINED NURSES, CARE ASSISTANTS, LOCUMS AND OTHER TEMPORARY WORKERS

These Terms of Engagement are acknowledged and accepted.

I also confirm I have read and understood the A24 Group **OPT-OUT OF 48 HOUR WORKING WEEK AGREEMENT** and I hereby consent that the working week limit shall not apply to my Assignments in accordance with paragraph 3 of the agreement. I understand that under paragraph 4, **WITHDRAWAL OF CONSENT**, I can end this agreement by giving the Employment Business 14 days' notice in writing.

I hereby give permission for A24 Group to allow access, as a minimum, to my personnel files as part of any official audit, or client compliance purposes, carried out by, but not limited to, NHS PASA and/or any person authorised by the NHS Authority. These personnel files will be viewed in accordance with the requirements of the Data Protection Act 1998.

What is eSigning?

The term "eSigning" (also referred to as eSign and eSignature) describes the online ability to electronically "sign" electronic documents in lieu of a traditional "wet" or ink signature on physical documents. eSigning is covered by Section 7 of the Electronic Communications Act 2000. More information on this act is available at http://www.opsi.gov.uk/acts/acts2000/ukpga_20000007_en_1

By signing electronically, you will be certifying that all the information supplied in this document is true and correct.

SIGNED BY TEMPORARY WORKER

PRINT NAME

DATE

E-MAIL

AWD1 Jun13



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E-mail: info@a24group.co.uk

www.a24group.com

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