**Application Form (Agency to Bank)**

**\*Please note by completing this form there is an expectation you will complete a minimum number of shifts as per the relevant policy**

|  |
| --- |
| **PERSONAL DETAILS** |
| **NI No:** |  | **Date of Birth:** |  |
| **Surname:** |  | **Forename(s):** |  |
| **Title:** |  | **Maiden Name:** |  |
| **Address:** |  |
| **Post Code:** |  | **Email:** |  |
| **Work Telephone:** |  | **Mobile Telephone:** |  |
| **Are you able to commute effectively within the Trust boundaries?** | **Yes** |  | **No** |  |

|  |
| --- |
| **Agency Details** |
| **Agency** |  |
| **Supervisor Name:** |  |
| **Job Title:** |  | **Email Address:** |  |
| **Date Commenced:** |  | **Expected End Date:** |  |

|  |
| --- |
| **SIGNATURE**  |
| **Signature** |  | **Date:** |  |

**Part B – Manager Confirmation**

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| --- |
| **MANAGER CONFIRMATION** |
| **Name of Applicant:** |  |
| **Do you have any concerns regarding the applicant’s ability to fulfil this role on the bank?** |
|  |
| **Are you able to confirm that this applicant is a current agency staff?** | **Yes** |  | **No** |  |
| **Has the agency worker worked with you for more than 3 months?** | **Yes** |  | **No** |  |
| **Are you supportive of the application to join the Bank?** | **Yes** |  | **No** |  |

**References need to cover the last 3 years.**

**Referee 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Job title** |  |
| **Organisation name** |  | **\* Relationship** |  |
| **\*Address** |  |
| **Telephone** |  | **Email** |  |
| **Period reference covers** |  | **Period reference covers**  |  |

**Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **\*Surname/Family name** |  | **First Name** |  |
| **Title** |  |
| **\*Address** |  |
| **Telephone** |  | **Email** |
| **\* Relationship** |  |  | **\*Can we contact prior your referee?** | **🞎 Yes 🞎 No** |

**Equality and Diversity Monitoring Information**

To help ensure equal opportunities across the trust and provide accurate reporting, please complete the below questionnaire. The information will be stored securely as part of your Electronic Staff Record.

|  |
| --- |
| Which of the below best describes your Religious Belief: |
| [ ]  Atheism[ ]  Christianity[ ]  Buddhism[ ]  Hinduism[ ]  Islam | [ ]  Jainism[ ]  Judaism[ ]  Sikhism[ ]  Other[ ]  Prefer not to say |
| Which of the below best describes your Sexual Orientation: |
| [ ]  Heterosexual or straight[ ]  Bisexual[ ] Undecided | [ ]  Gay or lesbian[ ]  Other sexual orientation not listed[ ]  Prefer not to say |
| Please enter your Nationality below. This should match your Right to Work documentation: |
|  |
| Please enter your Ethnic Origin below:For example, White British, Black Nigerian, Malaysian, Asian Indian, Other etc.Or enter Prefer Not to Say if you do not wish to disclose this information |
|  |

**Please complete this form and submit to:-**

**Recruitment Team, Humber Teaching NHS Foundation Trust, Mary Seacole Building, Willerby Hill, Beverley Road, Willerby, HU10 6ED**

**Or Email at**

**Hnf-tr.recruitment@nhs.net**

