**Flexible Workforce In-House Application Form**

**Please complete indicate the appropriate box to complete the form**

|  |  |  |
| --- | --- | --- |
|  | | **Join the Bank in a different role to your Substantive Post\*** |
|  |  | |  |  |
|  | **To join the Bank in the same role as your Substantive Post\*** | |  | **Student Nurse or Partnership Body**  **Will also require application form** |

**\*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** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CURRENT POST DETAILS** | | | | | | | | | | | | | | | | |
| **Current Base:** | |  | | | | | | | | | | | | | | |
| **Telephone:** | |  | | | | | | | | | | | | | | |
| **Job Title:** | |  | | | | | | | | | **Employee Number:** | | | |  | |
| **Date Commenced:** | | | |  | | **Band:** |  | | **Line Manager:** | | | |  | | | |
| **Date you intend to Leave / Retire:** | | | | | |  | | | | | | | | | | |
| **Bank Post being applied for:** | | | | |  | | | | | | | | | | **Band:** |  |
| **If applicable, please indicate the units / service areas you are prepared to work on:** | | | | | | | | | | | | | | | | |
| **Trust Wide:** |  | | **Current Service Area Only:** | | | | |  | | **Other:** | |  | |  | | |

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

**Please note that if you are applying for a post different to your current role you will be required to attend an interview.**

**Please ask your current line manager to complete Part B on the next page**

**Part B – Line Managers Reference**

**Note to managers: If you are willing to interview the candidate please contact the Flexible Workforce Team**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | |
| **Name of Applicant:** |  | | | | |
| **Current Post Held:** |  | | | | |
| **Do you have any concerns regarding the applicant’s ability to fulfil their current role?** | | | | | |
|  | | | | | |
| **Are you supportive of the application to join the Bank?** | | **Yes** |  | **No** |  |
| **Please provide your reason below:** | | | | | |
|  | | | | | |
| **Any further comments?** | | | | | |
|  | | | | | |
| **Do you intend to use the applicant within their current service area upon their return?** | | **Yes** |  | **No** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **REFEREE SIGNATURE** | | | |
| **Signature** |  | **Date:** |  |
| **Name:** |  | **Designation:** |  |

|  |  |  |  |
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| **FLEXIBLE WORKFORCE APPROVAL** | | | |
| **Signature** |  | **Date:** |  |
| **Name:** |  | **Designation:** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **RECRUITMENT APPROVAL** | | | | | | | |
| **Do clearances need completing by Recruitment Team?** | | | | **Yes** |  | **No** |  |
| **Signature** |  | **Date:** |  | | | | |

**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:-**

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