**Flexible Workforce In-House Application Form**

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

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|  | **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**

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| **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** |  |

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| **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:** |  |  |

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| **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**

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| **PERSONAL DETAILS** |
| **Name of Applicant:** |  |
| **Current Post Held:** |  |
| **Do you have any concerns regarding the applicant’s ability to fulfil their current role?** |
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| **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** |  |

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

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

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| **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.

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| 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**