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**Recruitment Policy**

At Quality Plus Locums we are constantly looking for highly skilled staff to join our pool of locum workers. We also take non-skilled staff with right attitude for learning and caring for others.

We are eager to hear from people who are dedicated and compassionate to deliver exceptional service and assist those we work with thrive and excel. You must also be dependable, trustworthy, able to easily adapt to new environments and have intense zeal to enhance service user experience and life outcomes.

At Quality Plus Locums, one of our objectives is to engage the most suitable person for each vacancy. To achieve this, we perform several objective assessment techniques. We are determined to employ people who have the right aptitude and competence. We have flexible work patterns for successful candidates which can be offered on full-time, part-time or ad-hoc contract basis. On-going professional development support is included in all our options.

Advancing the well-being of people and ensuring their safety is a priority in everything we do and everyone we engage with. We ensure all our staff are screened to NHS standard for safer recruitment covering Enhanced DBS check, Identity Checks, Reference check, Employment history with all gaps explained, Education and Professional Registration verification and Fitness to work occupational health screening. In agreement with The Asylum and Immigration Act 2006, we only welcome applications from candidates with legal right to work in the UK. Applicants who have been resident outside of the UK for 6months or more, must take part in additional checks to those listed above.

Furthermore, equality, appreciating and welcoming of diversity and ensuring that no one feels left out in what we do is a top priority. Ultimately, our target is to have staff which reflects today’s diversity and can embrace and deliver care that meet all backgrounds, cultures and ethnicity, while providing the fitting knowledge, drive and skills which our organisation prides itself in.

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**Application form**

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| **POSITION APPLIED FOR** | **AREAS YOU PREFER TO WORK** |
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| **PERSONAL DETAILS** | |
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| **Surname:** | **Forename(s):** |
| **Address:** | |
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| **Postcode:** | **Phone number:** |
| **Email:** | |
| **National Insurance number:** | |
| **Nationality:** | **NMC/HCPC /GMC**  **Date of Qualification:** |

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| **NEXT OF KIN DETAILS** | |
| **Name:** | **Relationship:** |
| **Address:** | |
| **Emergency telephone number:** | |

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| **AVAILABILITY & TYPE OF CONTRACT** | | |
| **Full-time  Part-time  Relief**  **Weekends  Occasional (ad hoc)**    **Preferred work location (e.g. London):** | | |
| **Are there any restrictions to your availability eg planned leave,  Yes  No**  **Your preferred working days and shift pattern. Please tick all that applies**  **Monday Saturdays Long days Short shifts Nights**  **Tuesday Sundays Sleep-In I am flexible**  **Wednesdays I am available for immediate start**  **Thursdays If no state when you will be available**  **Fridays** | | |
| **EDUCATION /TRAINING HISTORY** | | |
| **School/college attended** | **Dates of attendance**  **From --/--/-- to --/--/--** | **Qualifications gained** |
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\*Copies of certificates required

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| **ACCREDITATIONS HELD if applicable** |
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|  | **WORK EXPERIENCE – Please specify area worked** | | | | |
| **Hospital (General) e.g A&E / Theatres** | | **Hospital (mental health)**  **e.g PICU** | **Prisons e.g**  **In-reach/IDTS** | **Community** | **Care homes**  **supported living**  **Residential homes** |
| **GP Practice** | | **Out of hours service/ walk in centres** | **Substance Misuse** | **Youth Work** | **Other – specify e.g OT, BBV nurse, smoking cessation, phlebotomy** |

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| **AREAS YOU ARE MOST INTERESTED TO WORK**  **Please state areas you most interested to work in outlining specific skills, experience and relevant qualifications and level of qualification you have in these areas.** |
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| **DO YOU HAVE ANY ADDITIONAL SPECIALIST SKILLS?** |
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| **STATE COMPUTER SYSTEM YOU ARE FAMILIAR WITH if applicable** |
| **E.G Systm1, Emis** |

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| **5 YEAR WORK HISTORY (CONTINUE ON A SEPARATE SHEET IF NECESSARY)** | | | |
| **Start with most recent employer; please give reasons for any gaps in employment** | | | |
| **Name & address of employer** | **Position held**  **(Include salary)** | **Dates to - from**  **(Month/Year)** | **Reason for leaving** |
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| **Limited Company Declaration** |
| **I am self- employed and I am responsible for paying my own tax and NI.**    **Signed:**  **Date:** |

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| **REFERENCES** | |
| **Please give the name and contact details of three professional references, starting with your current/most recent employer. References must cover your last 5 years of employment. If possible, please provide the contact details for the HR department of your place of work.** | |
| **Reference 1:** | |
| **Name:** | **Position:** |
| **Work address:** | **Postcode:** |
| **Telephone:** | **Email:** |
| **Reference 2:** | |
| **Name:** | **Position:** |
| **Work address:** | **Postcode:** |
| **Telephone:** | **Email:** |
| **Reference 3:** | |
| **Name:** | **Position:** |
| **Work address:** | **Postcode:** |
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| **DISCLOSURE & BARRING SERVICE (DBS)** |
| **Any position which requires, as part of normal duties, caring for, training, supervising or being in sole charge of children or vulnerable adults will require a Criminal Records Bureau (CRB) check to be undertaken and provision of a suitable disclosure document. The Protection of Children Act and the Protection of Vulnerable Adults Act will apply in this case.** |
| **Do you have a current DBS issued within the past 12 months?  Yes  No** |
| **If yes, is the DBS registered on the update service?  Yes  No**  **Please note:**  **If the DBS is not registered on the update service within 19 days of the certificate being issued then it is not portable and you will need to apply for a new one before working with us.** |

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| **CONVICTIONS** |
| **Rehabilitation of Offenders Act 1974** |
| **The nature of work for which you are applying involves working with vulnerable children and young people. Therefore, the post is exempt from the provisions of Section 4(2) of the above Act and all applicants who are offered employment will be subject to an enhanced criminal record check from the Criminal Record Bureau before the appointment is confirmed. Applicants are therefore NOT ENTITLED to withhold information about convictions or cautions, warnings, or reprimands. Failure to disclose such information will result in post not being confirmed. If your application is successful and it is subsequently found that convictions have not been disclosed, you may be liable to immediate dismissal or alternative disciplinary action.**  **Having a criminal record will not necessarily prevent you from working with us. This will depend on the nature of the position, circumstances and background of the offence.** |
| **Have you, at any time, been convicted of an offence, spent or unspent?**    **Yes  No** |
| **Do you have any pending or recorded cautions, reprimands, or final warnings?**  **Yes  No** |
| **Are you on the POVA/POCA list?  Yes  No** |
| **If yes to any of the above, please supply further information on a separate sheet of paper. Information will remain confidential and will only be used in conjunction with your application.** |

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| **PRISON CLEARANCE** | |
| **Are you prison cleared?  Yes  No** | |
| **Year of clearance:** | **Category of clearance:** |
| **Do you hold a full current driving licence?**  **Yes  No** | |
| **Do you have your own transport?  Yes  No You will need business insurance if you use your vehicle for work purpose during your working time.** | |
| **Do you have any endorsements on you licence?  Yes  No** | |
| **If yes – please state nature of endorsements and dates of offence.** | |

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| **Equal Opportunities** |
| **Do you consider yourself to have a disability?  Yes  No**  **If yes please detail below:** |

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| **Data Protection and Consent Statement** |
| **The information that you provide on this form, CV or uploaded on any computerised system will be used by Quality Plus Locums to provide you work finding services. In providing this service to you, you consent to your personal data being stored on Quality Plus Locums database and consent to us transferring your personal details to our clients.**  **Signed: Date:** |

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| **Declaration Statements** |
| **Read the statements below carefully and sign to confirm your agreement.** |
| **I confirm that the information given in this application is true to the best of my knowledge. I give Quality Plus Locums the permission to engage in any obligatory inspections to confirm the information recorded in this form. I confirm I am permitted to work in the UK.**  **I understand that it may be a crime to try to procure employment under false pretences or lies and that any deliberate misreport, exclusion of facts or deception will result in immediate disqualification and cancellation of an offer or expulsion if already on a placement or employed,**  **I acknowledge that this information will be collected by Quality Plus Locums for work finding purpose and training opportunities that may be relevant for the position I am offered.**  **I acknowledge where mandatory by law, my details will be saved and not revealed or shared with any third party unless it is for safeguarding my safety or that of others. Details of successful applicants will be kept as part of personnel files and handled with confidentiality.**  **I acknowledge that under the Data Protection Act, I will have the prerogative to request these details at any moment of time in writing. I acknowledge that if I am unsuccessful, the details will remain stored for up to a maximum of 6 years after which time they will be shredded.**  **I will follow any pertinent requirements placed upon Quality Plus Locums under the Local Authority rules or Health Providers for purposes of working finding and service delivery.**  **I hereby declare that I have not been expelled from any past occupation for any cause related to an actual or alleged Child Protection issue under Disqualification from Caring for Children Regulations (1991) or any other regulatory or statutory law.**  **I hereby authorize Quality Plus Locums to carry out Character, Education, Employment and Enhanced DBS referencing and approve of enquiries concerning my status being constructed for this case.**  **I confirm, my consent to be responsible for any unanswered questions or irregularities in my application, Employment and Education, where it may be such that I am requested to submit further information to make it possible for Quality Plus Locums to run appropriate queries to meet the referencing requirements, following the Safer Recruitment guidelines.**  **I confirm / authorise that a modified DBS search may be constructed before and amid my employment and that the cost of such searches will be subtracted from my salary with Quality Plus Locums.**  **If I have lived / worked outside of the UK for more than 6 months during the last five years, I accept that I am obligated to produce a Certificate of Good Conduct for the country (or countries) that I have lived / worked in and I will be responsible for the costs incurred.**  **I understand that if, amid my employment with Quality Plus Locums, I engage in any activity that brings real or prospective harm to any service user person, Quality Plus Locums has a legal obligation to disclose this to the DBS and other appropriate and registered bodies or authorities and that this may result in me being barred from working with vulnerable people in the future.**  **I understand that my registration is subject to the receipt of satisfactory health screening, two professional references, and enhanced DBS. I undertake to inform Quality Plus Locums should I be convicted of an offence in the future. I undertake to inform Quality Plus Locums should I develop or be diagnosed with a health condition that might affect my ability to provide the service safely. I undertake to inform Quality Plus Locums immediately if I am engaged through their introduction, including offer of permanent employment following a temporary assignment.**  **I will respect the confidentiality of Service Users and any other information I may have access to at all times. I understand that my registration with Quality Plus Locums can be terminated at any time following unsatisfactory work reports.**  **I confirm that I am willing to provide my service to Clients sourced by Quality Plus Locums**  **I declare that the information given both on this application form is true and correct. I understand that any false or misleading information, or omissions of information relevant for this post, may disqualify my application or render my Contract of employment, or assignment contract, if this has already commenced, liable to termination or prosecution.**  **Signed: Date:** |

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| ***Thank you for completing the application form and signing the consent and declarations.*** |