

CANDIDATE APPLICATION FORM

This letter contains important information on how to register for nursing agency work with Zenj HSC Recruitment

Complete in Black Ink please.

Full Name:
Profession:
Type of post applied for:

Once you register with Zenj HSC Recruitment, you will have the opportunity to pick and choose your shifts and assignments according to your requirements. You will only need to update your professional portfolio of training, immunisation, references, etc. just once a year– and you will automatically become compliant to work.

You will have the opportunity to work within NHS Trusts; County Councils; Private Hospitals and Clinics; Nursing homes; Residential Homes; Mental Health facilities and Learning Disability Organisations.

Zenj HSC Recruitment provides excellent customer service through building strong relationships and understanding our clients / staff member's needs. This is reflected in our rigorous recruitment processes and how we work in partnership with all our customers.

Our commitment to our clients is to provide the highest levels of customer service. We are committed to providing the highest levels of service to all our staff members. We provide a 24/7 service and are available to speak to our staff members at any time.

As a member of staff working for Zenj HSC Recruitment you will receive:

- Competitive rates of pay
- Immediate employment opportunities once you are fully registered
- Flexible hours
- Unlimited shifts
- Opportunities within the public and private sectors
- Support from a nurse-led recruitment team
- A dedicated account manager available 24 hours a day
- Weekly, Fortnightly and Monthly payroll

Zenj HSC Recruitment requests that you fill in this form honestly and accurately, as it is used in the recruitment process to assess your suitability for temporary assignments.

By completing and signing the form, you should understand that any offer of a temporary assignment made based on any omissions or untrue, inaccurate or misleading information, either deliberate or accidental, could result in your assignment being terminated. Candidates may choose not to complete the Equality and Diversity section of this application form, if they prefer.

Along with the completed Application Pack, we will need the originals of the following documents to be scanned and uploaded or presented at the office or during interviews.

- CV- Work History, with all missing gap explained 5 to 10 Years.
- Passport and VISA if applicable (Eligibility to work).
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- 2 Proof of Address, e.g. Bank statement, utility bill within the last 3 months
- NI Card or National Insurance Proof. P45 or P60
- CRB/DBS Disclosure Certificate
- Qualification Certificates
- NMC Statement of Entry / HCPC Certificate and Card (**not applicable if HCA**)
- Latest bank statement with direct debit or payment to Unison/RCN
- Mandatory Training Certificates (Practical Life Support Training and Manual Handling) and all statutory on-line trainings
- Drivers Licence (if applicable)
- Immunisations – Hep B, Rubella, Measles, Varicella and TB (Certificate of fitness to work).
- References - 2 Clinical references (**No Personal E Mail**).

Should you have any queries regarding the completion, of the form or have any concerns about providing the information requested, please contact during office hours on 0330 122 5194.

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PERSONAL DETAILS	
Title:	Surname: Forename:
Have you ever been known by any other name: Yes/No	
If yes, please specify the full name:	
Date of Birth:	
Current Address:	
Home Phone:	Mobile Phone:
Work Phone:	Email Address:
National Insurance Number:	
Do you hold a valid UK Drivers Licence? Yes/No	

NURSING DETAILS							
Grade							Tick
RGN		RMN		NHA		Others	
Band							Tick
	2	3	4	5	6	7	8
NMC or HPC Number:					Expire Date:		
Union Name and Number:					Expire date:		

NEXT OF KIN/ EMERGENCY CONTACT DETAILS (Tick)	
Title: MR	Mrs Ms Miss Others
First Name:	Last Name:
Address:	
Post Code:	
Day Time Contact Number:	Mobile:
Relationship:	

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REFERENCES

Please provide us with your referee details covering the last 3 years Work/Education history. Your referees must be either a Manager or Supervisor and be of a clinical state. Please continue on a separate sheet if necessary. **All references will be requested immediately unless stated otherwise.**

Contact Name:	Position of Referee:
Company Name:	
Address:	
Phone:	Email:
Contact Name:	Position of Referee:
Company Name:	
Address:	
Phone:	Email:
Company Name:	Position of Referee:
Company Name:	
Address:	
Phone:	Email:

EMPLOYMENT HISTORY

Please provide your previous work history covering a full 5 years in order to meet and comply with our Policies and Procedures criteria. All gaps over 3 months must be accounted for. Include the month and year, starting with your current or last job. (please continue a separate sheet if necessary)

Attach Your CV:

: Tick the box if you have attached your CV:

Experience : Tick if you have worked in any of the following facilities:

Hospital:	Community:	Residential Home:	Nursing Home:	Others:
By selecting the above, you are stating your clinical ability to work in those areas. Should it be found that you are clinical unable to work in those areas, you accept that the company may take disciplinary against you.				

RIGHT TO WORK

Do you currently have the right to work in the UK? Yes/No

Disclosure of your right to work in the United Kingdom is a legal requirement regardless of your nationality. In line with the United Kingdom Border Agency Guidance on the prevention of illegal working, your original 'Right to Work' documents will need to be scanned and upload or presented at the offices. Your entitlement for working in the UK is based upon your visa status:

EU Citizen		Spouse Accompaniment (Provide their passport and visa)		Right to Abode Permit Resident Permit
Work Permit		Student Visa		Limited Leave to Remain

TRAINING AND PROFESSIONAL QUALIFICATIONS

Date	School/college/University	Level: e.g. Degree: Diploma: NVQ: A Levels etc..	Examination Passed Qualification gained
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Attach Your Certificates:

: Tick the box if you have attached your Certificate:



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Please tick if you have completed/renewed any of the following training modules within the last 10 months:

Mandatory and Statutory Trainings.

Tick the appropriate box.

Attached Your Training Certificates:	<input type="checkbox"/>	: Not Obtained	<input type="checkbox"/>
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PAYMENT DETAILS

PAYE NAME	:
Bank Name:	Bank Name:
Bank Address:	Bank Address:
Sort Code:	Sort Code:
Account Number:	Account Number:

Tax Status: (tick) PAYE: P45	No P45	Student.
Form Attached: P45	P46	P38

By Completing payment details and signing the below, you are agreeing that you have personally made the decision to be either a PAYE employee or a Umbrella Company Contractor without guidance from Zenj HSC Recruitment:

Tick the appropriate box.

<input type="checkbox"/>	I do not agree	<input type="checkbox"/>
I agree		

SOURCE

How did you hear about Zenj HSC Recruitment?

If you were referred by a friend or colleague, please provide us with their name:

AVAILABILITY AND PAY

Full Time		Part Time		Weekends	
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HEALTH AND DISABILITY

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to find you a suitable job/ position.

- Do you have any health issues or a disability which may make it difficult for you to carry out functions which are essential for the role you are seeking? Yes/No

If yes, please provide us with details:

If you have a disability, what are your needs in terms of work adjustments?
Please provide us with details.....

RECORDS: Please tick what is relevant to you

We believe that the following questions are relevant to the requirements of the role	(Yes or No)
Is there any aspect of your health that may affect your ability to work?	
Have you any reason to believe you may be infected by any communicable disease?	
Do you suffer from blackouts, fits or attacks of giddiness?	
Any type of allergy?	
Frequent diarrhoea, vomiting or constipation?	
Heart, circulation and blood disorders?	
Disorders of eyes/ears/nose?	

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TB or any infectious disease?	
Drug or alcohol related condition/dependency?	
Diabetes?	
Jaundice or Anaemia?	
Are you attending or waiting to attend any hospital for treatment or investigation?	
Are you taking any regular prescribed medication?	
Can you carry out all aspects of the job without any special adaptation?	

Should you feel that any section of the following Medical Questionnaire is not applicable to you, please tick here and opt out of completing this page

I confirm that I have read this document fully and that all the information given to Zenj HSC Recruitment is correct to the best of my knowledge and belief. I am aware of the need to protect patients and myself and agree to notify Zenj HSC Recruitment if my circumstances change.

I give my permission to Zenj HSC Recruitment to contact my occupational health department, specialist or GP to seek further information with regard to any aspect of the contents of this Health Statement.

I understand that the information in this form is sensitive personal data within the meaning of the Data Protection Act 1998 and that in signing this form I am agreeing to Zenj HSC Recruitment processing my data as detailed in the form. I confirm that I consent to a copy of my fitness certificate, declaring my fitness to work and containing information on my immunity status, being sent to any client organisation of Zenj HSC Recruitment from whom I may seek assignments from time to time.

I have read and agree to adhere to Zenj HSC Recruitment terms of engagement.

Tick the appropriate box.

I do agree to give consent <input type="checkbox"/>	I do not agree to give consent:	<input type="checkbox"/>
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INSPECTION AND THE DATA PROTECTION ACT

Part of the inspection process under the Care Standards Act 2000 involves the Local Registration and Inspection Unit having access to your personnel file held at Zenj HSC Recruitment are maintaining the correct information required under the Care Standards Act. Your permission is required for inspectors to view your file. Your permission is required for inspectors to view your file.

DECLARATION AND CONSENT

As part of your employment with Zenj HSC Recruitment, I understand that my personal details will be handled in accordance with the General Data Protection Regulation (GDPR) 2018

You are advised that the disclosed information above will be held on our computers and/or manual records. It will not be disclosed to anyone outside Zenj HSC Recruitment without your written permission. Any nominated member of staff who processes information to supply my file to Zenj HSC Recruitment will observe the normal rules regarding confidentiality as defined within the General Data Protection Regulation (GDPR) 2018

Tick the appropriate box.

I Declare and do agree to give Consent <input type="checkbox"/>	I do not agree to give consent:	<input type="checkbox"/>
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DATA PROTECTION ACTS 1984 & 1998

I declare that all of the information that I have provided in this application pack and on my CV is correct. I understand that if I knowingly make false statements I could be subject to police investigation and prosecution. I have read, understood and agreed to Zenj HSC Recruitment conditions of service. I understand that my registration is subject to at least two satisfactory references and a satisfactory Disclosure and Barring services (DBS). I am engaged through your introduction, including the offer of permanent employment following temporary assignment. I am aware that personal data (including where relevant, sensitive personal data) relating to myself, whether obtained from myself or from any other source, will be retained by Zenj HSC Recruitment and/or any of its associated and/or subsidiary companies indefinitely for the purpose of providing me with temporary/permanent employment and/or training. I acknowledge that this may require personal data to be forwarded to third parties or other organisations within Zenj HSC Recruitment.

I hereby confirm that my personal details may be held and disclosed in the manner contained herein: Tick the appropriate box:

I do agree to give consent <input type="checkbox"/>	I do not agree to give consent:	<input type="checkbox"/>
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REHABILITATION OF OFFENDERS ACT

Because of the nature of the role for which you are applying, Section4(2) and further Orders made by the Secretary of State under the provision of this section of the Rehabilitation of Offenders Act (1974) (Exceptions) Order 1975 apply. Applicants are therefore required to provide information about convictions which for the purposes are "spent" under the provisions of the Act. Any information given will be completely confidential and will be considered only in relation to positions to which the order applies.

- Have you at any time been cautioned of an offence? Yes/No
- Have you ever had any convictions filed against you or currently pending? Yes/No

Please provide us with details

It is a condition of proceeding with your application that you apply for an 'Enhanced' DBS Disclosure through Zenj HSC Recruitment or produce a disclosure which you have already obtained as long as it is no older than 1 year. Please note for all positions, you will need to complete a new DBS application through us unless you are registered with the DBS Update Service. Convictions and any other information obtained through the DBS will not necessarily be a bar to employment. All circumstances will be considered however; any inconsistencies compared with the information given above may invalidate your application. Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light. It is a condition of engagement that clients will be informed of all details of criminal convictions, cautions, reprimands and final warnings so that they make an informed decision as to whether or not to engage a candidate on a temporary assignment.

DISCIPLINARY

- Have you ever been the subject of a disciplinary action or currently undergoing disciplinary actions? Yes [] No []

If yes, please provide us with details

CONFIDENTIALITY AGREEMENT

Zenj HSC Recruitment requires all locums to comply with the confidentiality policy of our company, the confidentiality policies and procedures of our clients and the relevant Code of Professional Conduct. This undertaking also encompasses the provisions and principles within the Data Protection Act 1984 and 1988, which concerns the protection of personal information. Zenj HSC Recruitment operates a system to ensure security of information to the highest standards. This includes information held concerning agency workers, clients and service users.

In summary, you must treat information about service users and clients as confidential and use it only for the purposes for which it was given. You must protect this information from improper disclosure at all times. Written information must be stored in a confidential place.

Agency staff must not disclose to any person (other than a person authorised by Zenj HSC Recruitment or the client) any information acquired by them in connection with the work assignments they undertake. This includes:

- The medical condition or the treatment received by a service user.
- The identity of any service user at any location or work place setting.
- Confidential information concerning contracts, charges, procedures and other privileged information from Zenj HSC Recruitment
- Group or its clients

Tick the appropriate box.

I do agree	<input type="checkbox"/>	I do not agree	<input type="checkbox"/>
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COMPUTER ACCESS WITHIN THE CLIENTS ESTABLISHMENT:

As an agency worker you may be given authorisation by the client to gain access to certain computer systems and certain programmes and data within those systems. You must not attempt alone or in conjunction with others, to gain access to data or programmes to which authorisation has not been given. In using any Client computer systems, as an agency worker you must:

- Observe the computer security instructions in respect of the proper use and protection of any password used in connection with such computer systems and if there is a need to use or insert into any computer and floppy disk, CDROM disk, removable hard drive or any other device for the storage and transfer of data programs
- Not load any programmes on to any computer via disk, typing, electronic data transfer or any other means;
- Not access any other computer or bulletin board or information service (including, without limitation, the internet) except with the specific prior consent from the client's representative;
- Not download any files or connect any piece of computer equipment to any network or other item of computer equipment except with the prior authority of the client's representative.

- I have read and understood this confidentiality policy and I agree to com Tick the appropriate box.

I do agree	<input type="checkbox"/>	I do not agree	<input type="checkbox"/>
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INDEPENDENT SAFEGUARDING AGENCY DECLARATION

Assignments to which you are or may be sent are regulated or controlled activity under the Vetting & Barring Scheme* and consequently you are required to answer the following question:

Are you a barred person under the terms of the Vetting & Barring Scheme? Yes [] No. []

NB. It is a criminal offence for a barred person to apply for or work in a regulated activity. For more information please refer to isa.gov.uk. *Safeguarding Vulnerable Groups Act 2006

Were your status to change to a barred person you **must** notify ZENJ HSC RECRUITMENT and ensure that the Hirer's management (i.e. where you are placed) is aware of the change.

Were your status to change to a barred person you **must** notify ZENJ HSC RECRUITMENT and ensure that the Hirer's management (i.e. where you are placed) is aware of the change.

Tick the appropriate box.

I do agree I do not agree

EMPLOYMENT BUSINESS

The worker has been asked* whether they are a barred person under the terms of the Vetting & Barring scheme and they are aware of their continuing responsibilities under the Scheme.

Recruitment Consultant: Signature:Date:

DBS UPDATE SERVICE DECLARATION

As from 17th June 2013, you can access the new Disclosure and Barring Service (DBS) update service to carryout status checks on a DBS certificate. In order for Zenj HSC Recruitment to access your certificate, you must go online www.gov.uk/dbs. and complete the information where applicable. The DBS will issue DBS Certificates to the applicant only; the charge for using this service £13.00 and expires annually.

Zenj HSC Recruitment requires the applicant's permission in order for Zenj HSC Recruitment to view the certificate.

Please can you answer the following questions:

Do you give permission for Zenj HSC Recruitment to carry out a status check?	Yes/No
Do you give permission for Zenj HSC Recruitment to hold a copy of your status check on file?	Yes/No
Do you give permission for Zenj HSC Recruitment to view the certificate at the same level of an 'Enhanced' disclosure?	Yes/No
Does the certificate contain information that we are legally required to see?	Yes/No
What work does your DBS certificate cover?	Adult / Child / Both

I give permission to Zenj HSC Recruitment to access to my DBS certificate in order to process my application.

Tick the appropriate box.

I do agree I do not agree

CONFIDENTIALITY AGREEMENT

Agency staff must not disclose to any person (other than a person authorised by Zenj HSC Recruitment or the client) any information acquired by them in connection with the work assignments they undertake. Tick the appropriate box.

I do agree I do not agree



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APPLICATION AND REGISTRATION COMPLETE

CANDIDATE DECLARATION

I hereby confirm that the information given in this application is, to the best of my knowledge, true and correct. I consent to my personal data and my CV being forwarded to clients and consent to references being passed on to potential clients/hiring managers. I understand that my registration is subject to the receipt of at least two satisfactory references and a satisfactory enhanced disclosure received from the Disclosure and Barring Services. I under take to inform Zenj HSC Recruitment should I be convicted of an offence in the future.

I undertake to inform Zenj HSC Recruitment immediately if I am engaged through a Zenj HSC Recruitment introduction, including the offer of a permanent employment following a temporary assignment and I acknowledge that Zenj HSC Recruitment will be titled to charge the client an introduction fee/transfer fee or to agree to an extension of the hiring period with the client (after which I may be employed by the client without further charges being applicable to the client).

I agree to respect the confidentiality of clients and any other information I may have access to at all times.

Candidate Name:.....Signature:.....Date:.....

Recruitment Consultant:.....Signature:.....Date:.....

Compliance Name:.....Signature:.....Date.....

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AUDIT CONSENT

In line with the nature of the work I will be undertaking, I understand that the confidential documentation I have given in line with compliance procedures may be audited in relation to the provision of the services at any time and I consent to the audit.

Candidate Name:.....Signature:.....Date:.....

Recruitment Consultant:.....Signature:.....Date:.....

STAFF HANDBOOK

I have received a copy of the Staff Handbook and read through all content. I understand all the policies and procedures and will abide by the code of conduct at all times.

Candidate Name:.....Signature:.....Date:.....

Recruitment Consultant:.....Signature:.....Date:.....

SECURITY CHECKS DISCLAIMER

In line with the nature of the work I will be undertaking, I understand that there will be necessary security checks carried out and consent to security checks.

Candidate Name:.....Signature:.....Date:.....

Recruitment Consultant:.....Signature:.....Date:.....