Substantive Bank Staff Application Form

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| Personal Details |  |
| Title: Mr/ Mrs / Miss / Ms | Date of Birth: |
| Surname: | Assignment Number: |
| First Names: | National Insurance: |
| Home Address: | |
| Post Code: | Pin Number: |
| Current Posting | |
| Job Title of current post: | Ward/Department where present post held: |
| Ward/Department where present post held: |
| Grade of Current Post: | Start Date: |
| Contracted Hours: |
| Bank Posting – Please only complete if different to current post | |
| Job title on bank (this must be at or below current assignment):  Grade of proposed post:  Please note if you are a non-clinical worker wishing to join in a clinical position, you must apply through TRAC. | |
| Worker Declaration | |
| **Worker Signature:**  **Print Name:**  **Date:** | |

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| Manager Authorisation |
| Are you aware of any disciplinary action that has been taken against this applicant or is pending?  If yes please give details: |
| **Manager Declaration** |
| The worker will be added to the system from the date below, if the worker has completed shifts prior to this form being completed, you must date the form as of the date **before** the first shift worked. |
| **If you wish to support this application please date and sign below.**  **Ward / Department Manager Signature:**  **Print Name:**  **Date:** |

**Please return your completed form to bank.recruitment@liverpoolft.nhs.uk**

**PLEASE NOTE IF YOU DO NOT COMPLETE THIS BEFORE**

**THE EMPLOYEE LEAVES THE TRUST THEY WILL NEED TO REAPPLY**

**TO THE BANK EXTERNALLY.**