



Application for Employment

Name:

Photo

Please complete this application CAPITAL LETTERS in black ink

Berkeley House, 18-24 High Street, Edgware, HA8 7RP
Telephone 020 8905 7701 Facsimile 020 8905 7703 Email info@ana-nursing.co.uk

Employment History

An EMPLOYER is the company that paid your salary. If you worked for an Agency you must put the name of the agency. Do not list the Clients with whom you were assigned to work. Begin with your current or most recent employer. You must cover the last THREE employers and the last FIVE years.

EMPLOYER	ADDRESS	JOINED	LEFT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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THE REHABILITATION OF OFFENDERS ACT (1974) **(Exceptions order 1975)**

The work for which you are applying involves direct contact with people who are receiving a health service. We are therefore obliged to ask you to disclose ANY criminal convictions you may have. Under the above order, you may not withhold any information about any convictions, including those which might otherwise be considered as "spent".

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? _____

If YES, Please give details

The possession of a criminal conviction does not automatically prevent your employment. However, failure to declare a conviction, or a false declaration on any part of this form, is a criminal offence and could lead to prosecution and dismissal.

ALL INFORMATION WILL BE TREATED AS CONFIDENTIAL

References

Please supply the name and address of THREE individuals who we may approach for a reference. One **MUST** be your current or immediate employer. All referees must hold a management or senior position and ALL addresses must be the place of their employment.

1st Reference (Current or immediate past employer)

NAME _____

POSITION _____

ADDRESS _____

2nd Reference

NAME _____

POSITION _____

ADDRESS _____

3rd Reference

NAME _____

POSITION _____

ADDRESS _____

ANA has placed your name on the register of Nurses and Auxiliaries/Care Assistants. Your engagement is governed by the conduct of employment business regulations 1976, Regulation 9. (6), (10).

Conditions of Employment

You are engaged as a temporary worker and employed under contracts of service and as such the company is under no obligation to provide continuous or regular employment during the period of your registration. However, ANA will make every endeavour to obtain such employment as and when required. Hours of work will vary according to your availability and the availability of assignments.

Each assignment is considered a separate contract of service.

You are provided with an identification card, which you should take with you on all assignments.

You are required to wear a uniform on all assignments except when specifically instructed to the contrary by the Client or ANA Supervisory staff.

Remuneration

The current scale of remuneration is set out on the attached sheet. This may be varied from time to time and all changes will be notified to you in writing.

Working Time Directive

For the sole purpose of determining your entitlements under the working time directive ANA will operate the following policy.

Rest Breaks

Our Terms & Conditions require clients to treat agency staff in the same manner as their own employees in regard to breaks.

Maximum Working Time

The maximum hours you are permitted to work for ANA is forty-eight in any week, averaged over seventeen weeks. To work in excess of this time you must sign an agreement to do so.

Night work

You are entitled to a health assessment prior to commencing night work and thereafter as defined within the directive.

You may not exceed eight hours per twenty-four, averaged over seventeen weeks. (This will generally mean averaging no more than four night shifts per week.)

Continuity of Service

Although each assignment is considered a separate contract of service, for the purpose of the working time directive only, continuous employment will be recognized as working a minimum of one assignment in each week for a minimum of eleven weeks in any thirteen successive weeks.

Holiday Entitlement

Qualifying Days

Your regular availability in each week determines the number of qualifying days in your working week. If you are not regularly available for work you will be entitled to paid leave on a pro-rata basis calculated from the average time worked in the 13 weeks immediately preceding the date of the first day of the requested holiday provided the criterion for continuous service is met.

Annual Leave

You are entitled to holiday and holiday pay from the date of your first shift. This date will be the start date of your Annual Leave. Holiday entitlement will be calculated on a pro-rata basis to the period of time worked through the leave year. Holiday pay will be calculated on a pro-rata basis to salary earned during the first 13 weeks of employment and thereafter as the average daily salary earned during the 13 weeks immediately preceding the date of the first day of the requested holiday .

Payment in lieu of un-taken leave entitlement cannot be made except in accordance with the directive in regard to termination of employment

You are required to provide notice, in writing, of your intention to take paid leave entitlement of a period no less than twice the period of the intended leave. For the sole purpose of complying with the regulation, ANA has the right to issue a counter notice of a period no less than that of the intended leave period.

Payment of leave entitlement

Paid leave entitlement must be taken as units of one week. Payment of leave is limited to the accrued holiday entitlement at any one time. You will not be permitted to work during leave periods.

Cessation of Continuity of Employment

For the purpose of the working time directive only should you after qualifying for paid leave entitlement not work at least one assignment per week for eleven weeks during a period of thirteen consecutive weeks you will cease to be regarded as in continuous employment. Paid leave entitlement taken during this period will be accounted as determined by the directive ANA may, at it's sole discretion waive this clause in respect of any registered worker.

Appointment as an Agent

You agree to appoint ANA as an agent to represent you and procure permanent employment. You agree to inform ANA, during your period of employment and for a period of six months after leaving the company, if any Client approaches you to offer direct employment and you further agree not to make any direct approach to a Client without obtaining permission from ANA.

You agree to pay to ANA the placement fee applicable should you fail to comply with the previous clause. You will not be liable to pay any fee should the Client refuse to make payment if the conditions of the previous clause have been met by you.

Termination

Your registration and employment with ANA may be terminated by either party by serving one week's written notice, or payment in lieu of notice. ANA are entitled to withhold unpaid salary equivalent to twice the average weekly salary earned in the preceding 13 week period if written notice of termination is not provided.

Notwithstanding the above, ANA reserves the right to terminate employment without prior notice in the case of:

1. Gross misconduct
2. Evidence of false information provided on your application
3. Conviction of a criminal offence

Consequences of Termination

You are required to return all time sheets, identification cards and any other items issued to you by ANA.

You agree that you will inform ANA if you take up employment (including employment as bank or casual staff) with any Client with whom ANA has placed you on assignment within a period of six months from leaving ANA.

**Rates of pay
2009 - 2010**

	Nurses		Carers
Pay is per hour	Grade D Applies in all cases when Agency staff are under the supervision of the Clients own staff	Grade E Applies in all cases when Agency staff are the senior qualified staff member for all or part of a shift	
Monday to Friday			
Day Duty	£10.00	£11.00	£6.00
Night Duty	£11.00	£12.10	£6.00
Weekends			
Saturday Day / Night	£11.00	£12.10	£6.60
Sunday Day / Night	£11.80	£12.60	£6.85
Public Holidays			
Day Duty	£16.30	£17.85	£12.00
Night Duty	£16.30	£17.85	£12.00

- Rates are inclusive of holiday pay and all statutory entitlements and Employers NI.

Health

Are you currently, or have you undergone, or are you waiting to undergo, any of the following?
(Delete whatever does not apply)

If YES Please give details

Consultation with a Psychiatrist or Psychologist? YES/ NO

A Surgical Procedure? YES/ NO

Do you smoke? YES/ NO

How much time have you taken off for medical reasons in the last two years? _____

Have you been vaccinated against the following? (Delete whatever does not apply)

Rubella (German Measles)?	YES/NO	Tetanus?	YES/NO
Tuberculosis, BCG, or HEAF test?	YES/NO	Typhoid?	YES/NO
Hepatitis B?	YES/NO	Polio?	YES/NO

Have you ever had, or do you suffer from, any of the following?

(Delete whatever does not apply)

If YES Please give details

Asthma, Bronchitis, Pleurisy, TB or other Lung condition?	YES/NO
High Blood Pressure, Chest Pains or Heart Condition?	YES/NO
Gastric, Duodenal ulcer or other Gastric-intestinal	YES/NO
Jaundice or other Liver condition?	YES/NO
Kidney, Prostate or Bladder condition?	YES/NO
Gynaecological conditions or disorders?	YES/NO
Diabetes?	YES/ NO
Fits, fainting or giddiness?	YES/NO
Anxiety states, Depression or other Nervous disorders?	YES/ NO
Frequent or Severe Headaches, Dizziness or Vertigo?	YES/NO
Dermatological or Allergic reactions?	YES/ NO
Any Ear or Hearing problems?	YES/NO
Any Debilitating Back problems?	YES/ NO
Any Serious Illness or Infection?	YES/ NO
Any other Medical condition apart from Childhood	YES/ NO

I declare that I have answered the questions in this application form honestly and that I am not aware of any physical, mental or medical condition or disability that will, or may, affect my ability to undertake the duties that will be required during my employment with ANA Nursing. I realise that any false or incomplete statement on my part will make me liable to disciplinary action, dismissal and prosecution. I also understand and agree that my details may be submitted at any time for a police check. I have read and understood my conditions of Employment with ANA Homecare Limited.

Signed.....

Date.....

Office Use Only

	Date
References	
References Sent	
1 st reference back	
2 nd reference back	
Training Courses	
Training offered	
Training taken	
Course completed	
Grade	
Registration	
Registered	
Rejected	