



Registration Pack

Lancashire Office:

16-18 Manchester Road, Nelson, Lancashire, BB9 7EG

T: 01282 560222 F: 01282 560223 Email: admin@24hrrecruitment.com

Bradford Office:

1st Floor East Suite, Waterfront, Salts Mill Road, Shipley, BD17 7TD

T: 01274 294400 Email: compliance@24hrrecruitment.com

Healthcare Registration form

Thank you for registering with 24hr Healthcare part of 24hr Healthcare Group. To complete your registration please work through this registration pack to the best of your ability. If you have any questions or queries please do not hesitate to use the contact details on the front page and we will help in any way we can.

We will also require the following documents prior to you starting work with 24hr Healthcare:

- **Completed registration pack**
- **Proof of right to work in the UK**
- **Proof of Identity – if not same as above**
- **2 Proofs of Address/Bank Letter**
- **Proof of your National Insurance Number**
- **Reference details for the last 5 years provided**
- **All relevant details certificates and qualifications**
- **Vaccination certificate**
- **Enhanced DBS check/ DBS Details**
- **2 Passport photos**
- **A Copy of your up-to-date CV**
- **P45/ P46**

Please note that it is a legal requirement to have a Valid Enhanced DBS (Criminal Record Check). HKS Consultancy/ 24hr Healthcare will not place you into employment without this check. We can and will conduct this on your behalf; however there is a cost of £52.60 which will be required to be paid by yourself upon registration. However, if you have already carried out a DBS check with another organisation and are subscribed to the DBS Service you must provide a DBS registration number to us. For more information on DBS checking service please visit

<https://www.gov.uk/disclosure-and-barring-service-criminal-record-checks-referrals-and-complaints>

We need the following immunisations, and you must provide a fit to work certificate

- HEP B antibody
- Measles
- Mumps
- Rubella
- Varicella
- BCG Vaccination
- Fitness to work certificate issued

Registration

Personal Details	
Salutation (Mr, Mrs, Ms, Miss)	
First Name(s)	
Surname	
Address	
Postcode	
Nationality	
Contact Number	
Email	
Date Of Birth	
National Insurance Number	
In Brief what Area have you specialised in previously? E.g. Auxiliary, Nursing (RGN/RNLD/RMN/HCA)	
What kind of work are you currently looking for?	
Please attach CV (if applicable) or Email to admin@24hrrecruitment.com compliance@24hrrecruitment.com	

Next of Kin

Name:	
Address:	
Postcode:	
Contact Number:	

Bank Details

Bank Name:	
Bank Address:	
Name of Account Holder:	
Sort Code:	
Account Number:	

(N.B If you feel uncomfortable giving us this data at this point we are happy to take it at any point prior to the commencement of work

Health Information

[Please fill in the following form with your current GP's details]

Doctor's Name:	
Practice Name:	
Address:	
Postcode:	
Tel:	

Health information

Please read carefully and answer every question to the best of your knowledge. If you answer **YES** further details must be provided. Failure to do so will result in a delay in processing your assessment.

	Yes	No
1. Have you ever had a health condition that may have been caused by work?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have any health condition that you think may affect your performance or safety in work?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have any problems with hearing?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have any problems with your eyesight (not corrected with spectacles/contact lenses)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you had any skin problems e.g. eczema, psoriasis, recurrent skin infections, allergic rashes?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you ever experienced a fit, blackout or faints?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you ever had any mental health problems (e.g. anxiety, depression, nervous breakdown, stress, self-harm, eating disorders and addictions)?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you have any health conditions that cause you difficulty with:		
Sitting.....	<input type="checkbox"/>	<input type="checkbox"/>
Standing.....	<input type="checkbox"/>	<input type="checkbox"/>
Moving around.....	<input type="checkbox"/>	<input type="checkbox"/>
Bending, lifting or carrying.....	<input type="checkbox"/>	<input type="checkbox"/>

Working with a computer	<input type="checkbox"/>	<input type="checkbox"/>
Any of the work activities ticked in Section 1.....	<input type="checkbox"/>	<input type="checkbox"/>
9. Are you taking any medication (except for contraception), or are you under any form of treatment at the moment?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you ever been admitted to hospital?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are you waiting for any investigations, treatment or admission to hospital?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have you consulted a doctor/GP/specialist in the last year?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have you been absent from work/study due to illness in the last two years? If 'yes' give details of the number of occasions, the reasons for, and duration of, each absence below	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you have any disability or health condition not already mentioned for which you think you may require support or adjustments to do your job?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered yes to any of the above please give further details (type of

If you have become injured or diagnosed with any medical condition have you been declared as fit for employment? Can you provide proof of this?

- If you are not sure of the answers please find them out from your family doctor or current occupational health service.
- Your job will involve actual care of patients you must supply copies of laboratory reports for the items below marked with an asterisk or make an appointment with your local health centre for tests.
- Work with infectious materials (unscreened blood, human tissue or clinical specimens, human pathogens) please supply details of hepatitis B vaccination and other relevant vaccination history.

- If working with unscreened human tissue you will need to get a Hepatitis B vaccine if not previously vaccinated.
- Child care workers: Please provide information on BCG, MMR immunisation or tests for immunity against measles mumps rubella and TB plus information on chickenpox infection or vaccination history.

Have you had:	Yes	No	Date:	Result/Comments:
TB immunity test (Heaf or, Mantoux test).	<input type="checkbox"/>	<input type="checkbox"/>		Grade/result
BCG vaccination	<input type="checkbox"/>	<input type="checkbox"/>		Exact date of vaccination required
Hepatitis B immunisation	<input type="checkbox"/>	<input type="checkbox"/>	1 st :	Give dates of when you completed initial course of immunisation & of your last booster, if applicable
			2 nd :	
			3 rd :	
			Booster:	
Hepatitis B antibody test*	<input type="checkbox"/>	<input type="checkbox"/>	miu/ litre Copies of lab reports required for patient contact
MMR immunisation	<input type="checkbox"/>	<input type="checkbox"/>	1 st :	Staff with patient contact must have 2 doses of MMR vaccine unless they have proof of immunity to measles mumps and rubella
			2 nd :	
Rubella antibody test*	<input type="checkbox"/>	<input type="checkbox"/>		Immune : Yes <input type="checkbox"/> No <input type="checkbox"/>
Measles Antibody test*	<input type="checkbox"/>	<input type="checkbox"/>		Immune : Yes <input type="checkbox"/> No <input type="checkbox"/>
Mumps antibody test*	<input type="checkbox"/>	<input type="checkbox"/>		Immune : Yes <input type="checkbox"/> No <input type="checkbox"/>
Diphtheria immunisation	<input type="checkbox"/>	<input type="checkbox"/>		Vaccine may be combined with tetanus and polio
Chickenpox infection or shingles	<input type="checkbox"/>	<input type="checkbox"/>		
Varicella (VZV) antibody test*	<input type="checkbox"/>	<input type="checkbox"/>		Immune : Yes <input type="checkbox"/> No <input type="checkbox"/> Only required for work with patients and if no history of chickenpox or shingles
Varicella/chickenpox vaccine	<input type="checkbox"/>	<input type="checkbox"/>	1 st :	2 doses required for immunity
			2 nd :	
Hepatitis B Surface Antigen Test*	<input type="checkbox"/>	<input type="checkbox"/>		Anybody carrying out surgical procedures must provide copies of laboratory reports certified by an Occupational Health Service as an Identity-verified sample (IVS)
Hepatitis C antibody test *	<input type="checkbox"/>	<input type="checkbox"/>		
Meningitis C				For research work with Neisseria meningitides
Other				Please provide details of any other immunisation information relevant to your work e.g. vaccinations against pathogens with which you will work or vaccinations for travel abroad if appropriate

Patient Safety Code

For all staff involved in the care of patients

If you are HIV positive, or suspect that you may be, and you will be involved in the care of patients, you must declare this in confidence to staff at 24hr healthcare Group. If aspects of your work may involve a risk of transmission to patients, you must not carry out such work until the risk has been assessed and any necessary measures to prevent transmission agreed and implemented.

During your employment you must inform the agency, if, at any time:

- You are diagnosed as HIV positive, or suspect that you may have been infected with the virus,
- You contract any other infection which could be transmitted to and endanger patients.

If your work involves you undertaking or assisting with surgical or exposure prone procedures you cannot be passed fit for work until we have obtained satisfactory documented evidence of your Hepatitis B status or other tests necessary to comply with our Control of Infection policies. You must also inform us if you have ever been tested positive for any transmissible blood-borne virus infection such as Hepatitis B, Hepatitis C or HIV.

I have read the above and agree to comply with the agency's Patient Safety Code....

Signed.....

Date:.....

Night Workers Declaration

This declaration is to assess if you have any health conditions that may affect your ability to perform night work.

This assessment is now a requirement of the Working Time Regulations Act 1988.

Do you have any health factors that may affect your fitness to do you night work?

YES: *(Please explain below)*

NO:

DECLARATION

I declare that the foregoing statements are true and complete to the best of my knowledge:

Signed:

Date:

Criminal Conviction Form

If your application is successful and you take up employment with us, it is possible that you will be asked to verify the information given here by obtaining a Criminal Records Bureau Disclosure.

Name:		
Are you registered with any Professional Bodies:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If yes, please state :		
Have you been subject to any kind of investigation/suspension by either an NHS body, or other	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

wider public sector body, or their relevant Professional and Regulatory body?			
If yes, please state below:			
Are you subject to any kind of investigation or prosecution relating to a Conviction, or which could lead to a Conviction since your most recent Criminal Record check was undertaken?		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If yes, please state below:			
Do you have any unspent* / spent criminal convictions?		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Offence	Details	Sentence	Date of Sentence
This information given by me on this form is, to the best of my knowledge and belief, true and correct. I also understand that any misrepresentation by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation of liability on the part of the employer other than for services rendered.			
I also confirm that if I become subject to an investigation by my professional body or a matter in which could lead to a conviction, I will let the agency know straight away			
Signed:			
Dated:			

*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of 24hr Healthcare, the offence is relevant to the post to which you are applying. **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.**

Nurse's declaration

I confirm that I have no investigation or condition of practice pending. If any issues do arise regarding my work conditions I should inform my agency with immediate effect.

If you have any restrictions Imposed or Pending please state below:-

PIN NUMBER:

Signed:	
Dated:	

Employment History and Reference Details

Please complete the full details of your previous employment for at least the last 5 years; your employers will be contacted for references before your employment with us can begin. Please note one of these employers must be your most recent employer.

Name and Address of Previous Employer:

Date From:		To:
Telephone Number:		
Email Address:		
Position Held:		
Duties Undertaken:		
Reason for Leaving:		
I give permission for you to contact this referee: Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

Name and Address of Previous Employer:			
Date From:			To:
Telephone Number:			
Email Address:			
Position Held:			
Duties Undertaken:			
Reason for Leaving:			
I give permission for you to contact this referee: Yes: <input type="checkbox"/> No: <input type="checkbox"/>			

If for example you have been with the same employer for the last 5 years, we will also need to contact character references, please complete the details below for this:

Character Referee One

Name and Address of character reference:

Telephone Number:
Email Address:
Relationship:
I give permission for you to contact this referee: Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Character Referee Two

Name and Address of character reference:
Telephone Number:
Email Address:
Relationship:
I give permission for you to contact this referee: Yes: <input type="checkbox"/> No: <input type="checkbox"/>

CRB Form

In order to work for 24hr Healthcare you are required to carry out a CRB with us. The cost of this is £52.60.

I give consent for 24hr Healthcare to complete a CRB along with my application documents.

Please provide the following information in order to complete your CRB check:

Previous addresses for the last 5 years:	Dates to and from:
---	---------------------------

<u>Previous Names:</u>	<u>Dates to and from:</u>

Signature:	
Print Name:	
Date:	

Office use only:

PIF: •

PD: •

OOW: •

Confidentiality Agreement

I *[print name]* confirm that during every assignment and afterwards I understand the importance of:

- **Holding information relating to the client in the strictest confidence, ensure it is kept safely and securely when not in use. I acknowledge that no information is to be removed from the client’s premises without the permission of the Client**
- **using such information only for the purpose of the work for which it was given**

- You must under no circumstances disclose any entry codes, security procedures, keep or make copies of any keys for any placement to any third parties without the express permission of the place of work, and 24HR Healthcare.
- Under NO circumstances must you use foul language, disruptive behaviour, use mobile phones during contracted hours, or sleep during contracted work hours, even during breaks.
- Please remember that all candidates must act professional at all times, and respect the wishes of the staff and clients.
- Not disclosing to any third party or copy the information except as is required in the course of my duties
- Any breach, either by me or a third party, may result in legal proceedings being bought by the Client against me to recover any losses that have occurred as a result of a breach

Signature:	
Print Name:	
Date:	

Confidentiality and Trust Agreement

I _____ confirm that during every assignment and afterwards I understand

- That I shall not share any client information with any other agency.
- I will only use information for the purpose of the work for which it was given
- I will Not disclose to any third party or copy the information except as is required in the course of my duties
- I will not accept a full time position with any clients of 24hr Healthcare where I am sent by them to do some agency work. If I am offered a position, I must notify 24hr

healthcare. If I am found to have taken on a position discreetly, with the client, I understand that 24hr healthcare will pursue legal action for loss, and dismiss me from their agency.

- I understand that I must also not work for the same client through another agency, nor self book, and choose another agency to work for once I have taken up shifts with 24hr healthcare at the place of work I am booked in to work.
- I understand that I must not contact nor work directly for any of 24hr healthcare clients in the 6 months cooling period after the last shift with the client through 24hr healthcare.
- I have been explained the agreement is in place to protect 24hr healthcare agency from any disputes or conflicts that may arise.
- Any breach, either by me or a third party, may result in legal proceedings being brought by the Client against me to recover any losses that have occurred as a result of a breach.

Signature:	
Print Name:	
Date:	

GDPR Compliance Form

Due to the new GDPR law we are now required to inform all candidates registering with 24hr healthcare how we process their data and how it is used. Please be aware signing this form gives 24hr healthcare consent to supply third parties e.g. Nursing Homes with the data they require.

I, _____, hereby give my consent to the Company to process the following information:

Personal data

- [Name]
- [Date of birth]
- [Contact details, including telephone number, email address and postal address]
- [Experience, training and qualifications]
- [CV]
- [National insurance number]
- [Include any other relevant personal data incl. DBS information]

Sensitive personal data

- [Disability/health condition relevant to the role]
- [Criminal conviction]
- [Include any other relevant sensitive personal data]

I consent to the Company processing the above personal data for the following purposes:

- For the Company to provide me with work-finding services e.g. phone calls, text messages etc.
- For the Company to process with or transfer my personal data to their client/s in order to provide me with work-finding services.
- For the Company to process my data on a computerised database in order to provide me with work-finding services.
- [For the Company to process my data using automated decision making processes]
- [Include any other relevant purposes for processing personal data]

I also consent to the Company processing my personal data with third parties for the purposes of internal audits and investigations carried out on the Company to ensure that the Company is complying with all relevant laws and obligations.

I am aware that I have the right to withdraw my consent at any time by informing the Company that I wish to do so.

Signed by candidate:.....

Date:.....

Health Declaration

I can confirm that if I do become injured, diagnosed with any medical conditions or become pregnant I will let the agency know straight away so they can undertake necessary provisions and ensure that I am not exposed to any work conditions which could cause risk.

Signed:	
Dated:	

Permission to work in the UK

Do you have immigration permission to work in the UK? Yes: No:

In line with UKBA guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK if you are to be engaged by 24hr Healthcare for temporary work

48 Hour Opt Out Agreement

<p>I, (Print Name) agree that I may work for more than an average of 48 hours a week. If I change my mind, I will give my employer [.....Months] notice in writing to end this agreement.</p>	
Signature:	
Print Name:	
Dated:	

Audit Consent

If you are successful in your application your documents may be required for auditing purposes.

I confirm that I give permission for my file to be audited by a third party company.

Signature:	
Print Name:	
Date:	

Equal Opportunities

24hr Healthcare is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy.

24hr Healthcare shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. 24hr Healthcare will ensure that each candidate is assessed only in

accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

Data Protection Statement

The information that you provide on this form and on any CV given will be used by 24hr Healthcare to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients and auditing bodies.

We may check the information collected, with third parties, auditor's or with other information held by us.

We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds as required by an auditor or in other way permitted or required by law.

Data Protection Certification

When you are assigned to Anchor it is highly likely you will be dealing with personal information.

Anchor treats all personal information in line with our responsibilities under the Data Protection Act 1998. Part of this responsibility is to ensure that all our temporary and fixed term colleagues are provided with information so that they understand what this means to them.

Attached is our data protection policy which provides you with information about the Act.

What you need to do:



1. Before you start your assignment at Anchor please read the policy and make sure you understand the contents and what it means to you. If you have any questions about this policy, please email dataprotection@anchor.org.uk

2. Once you have read the policy, answer the following questions and provide a copy of this letter to Manpower before the first day of your assignment:
 - I have read and understood Anchor’s data protection policy Yes: No:
 - I understand my responsibilities detailed in the policy Yes: No:
 - I know where to ask for policies, guidance and help Yes: No:
 - I will comply with my data protection responsibilities Yes: No:

Signature:	
Print Name:	
Date:	

Code of Conduct

At all times he/she must:

- conduct him/herself in an appropriate and professional manner, i.e. not making inappropriate use of the Customer’s computer systems, property and resources; not using the Customer’s email or internet systems for personal use; not making or receiving personal telephone call or texts whilst working; not using foul, obscene or abusive language or acting aggressively; not falling asleep on duty (unless authorised as part of an ‘on-call’ Assignment); not attending work under the influence of, or smelling of, alcohol or illegal drugs; not smoking (unless in those areas where smoking is expressly permitted), chewing gum or eating when attending to patients or members of the public; not be, or appear to be, in possession of firearms or other offensive weapons etc.;
- keep confidential any information received about patients or clients;
- be honest and act with integrity;
- Shall abide by the Working Time Regulations 1998.

Prior to the Assignment he/she must:

- keep the Supplier (where the Supplier is Introducing the Temporary work-seeker him/herself) (or where applicable, the Approved Sub-Contractor utilised in the execution of the Contract) informed of his/her availability;
- inform the Supplier (where the Supplier is Introducing the Temporary work-seeker him/herself) (or where applicable, the Approved Sub-Contractor utilised in the execution of the Contract, whereby the Approved Sub-Contractor shall then immediately inform the Supplier) if he has booked a shift directly with the Customer and obtain a reference number;
- declare to the Supplier (where the Supplier is Introducing the Temporary work-seeker him/herself) (or where applicable, an Approved Sub-Contractor utilised in the execution of the Contract) that he is fit to practice at that time, i.e. including, but not limited to, declaring that he is not suffering from any medical conditions which would prevent him/her for being supplied for hire in accordance with the Customer's policies and procedures. For example, he is not suffering from any of the following medical related conditions: diarrhoea, a rash or vomiting etc.;
- keep his/her mandatory training and appraisal up to date;
- inform the Supplier (where the Supplier is Introducing the Temporary work-seeker him/herself) (or where applicable, an Approved Sub-Contractor utilised in the execution of the Contract whereby that Approved Sub-Contractor shall then immediately inform the Supplier) as soon as he can if unable to attend a booked shift/Assignment.

On arrival at the Assignment he/she must:

- be punctual and ready to commence work at the start of the shift/Assignment;
- present him/herself in a professional manner in line with the local uniform policy or dress code for the Customer working in;
- identify who his/her supervisor is and what his/her duties will be on the Assignment;
- orientate him/herself to the environment for the safety of him/herself and those around him /her and familiarise him/herself with the patients he may be caring for;
- Wear his/her valid photo ID and confirm his/her identity with his/her supervisor.

During the Assignment he/she must:

- have the care, well-being and safety of patients and the Customer as his/her first concern;
- Shall work as directed by the supervisor and shall follow all reasonable requests, instructions, policies, procedures, standards and rules of the Customer. This includes, but is not limited to, those relating to fire, health and safety requirements, on-site security, computer systems, information security, crash call procedures, 'hot-spot mechanisms' and 'violent episode policies', control of cross infection and notifiable diseases, manual handling and matters of discipline;
- Shall adhere to the Customer's health and safety requirements at all times and work within the Customer's culture and values.
- work collaboratively and communicate effectively with the Customer's clinical area's or department's own staff;
- treat all patients/Customers/visitors with dignity, courtesy, respect and with due regard to their age, gender, race, religion, physical and mental condition;
- only undertake work and tasks he is competent to do, if he needs or are asked to do something he is not competent to carry out, he must inform the person supervising him/her;
- move to a different area during the Assignment if asked to do so by the Customer due to patient need, making the Customer aware if he is concerned that he may not be competent to work in the new area;

- report all complaints, incidents or accidents that he witnesses to his/her supervisor, and if he is involved or affected he must also report this to the Supplier;
- report to his/her supervisor or the Supplier any concerns he may have regarding possible fraud;
- report to his/her supervisor in the workplace or the Supplier if he feels he is being treated unfairly or inappropriately during the Assignment;
- shall not make unnecessary use of authority in connection with the discharge of the Assignment;
- shall not act in a manner reasonably likely to bring discredit upon the Customer including, but not limited to, unlawfully discriminating or engaging in any form of physical or verbal abuse, threatening behaviour, harassment/bullying or be otherwise uncivil to persons encountered in the course of the Assignment.

At the end of the Assignment he/she must:

- hand over his/her work or the care of his/her patients to his/her supervisor, or the person taking over from him/her, and report any adverse incidents that have occurred;
- make accurate and legible records of what he has done and of the care he has given before he leaves, printing his/her name, role and identifying him/herself as a temporary worker
- return any property or other resources he has obtained during the course of the Assignment;
- shall not falsify records, timesheets, expenses or attempt to defraud the Customer in any way;
- Complete his/her timesheet accurately and thoroughly and get it signed by the Customer's appropriate representative

1. Introduction

1.1 Welcome to this code of conduct for support workers in health care.

1.2 As a care worker, you play a vital role in:

- Helping 24hr healthcare deliver its services
- protecting patients from harm and
- valuing all aspects of equality and diversity.

What you do has a big impact on the quality of health care for people who use the service.

1.3 This code of conduct is necessary because the work you do as a member of the health-care team is very important. The code is a list of statements that set the standard for how you should work on a day-to-day basis.

1.4. The code is here to help you, your employer and the patients** you work with. It is based on the basic principle of protecting the public, and mirrors what is required of all 'regulated' care professionals you work with.

1.5. You can use the code to check that you are 'working to standard'. Your employer can use it to make sure that the service is meeting the standards and that both the public and the patients' safety is assured. Employers can also use it to help them understand what kind of service they can expect from you and your colleagues.

1.6. The statements are based on existing good practice. You'll probably find you are already working to standard in most, if not all of them. If not, the code will show you how you can change the way you work to make sure you are working to standard.

1.7. The statements are designed for all health-care support workers in Britain, wherever you work and whatever job you do. So, it is a **national code of conduct** that will help to make sure that patients all over the country can get the same high-quality, safe and effective service from care workers.

**** The term 'patient' is used throughout the code. However, in practice you may hear patients being referred to as 'service users', 'clients' or 'residents'. Basically, the term means any person that you come into contact with who needs care.**

2. Working 'to standard'

2.1 As a care worker, you are expected to work to a certain standard. You need to be able to do your job properly, behave properly, and do the right thing at all times. This is essential to protect patients and others from harm. Patients and their relatives, your employer and your colleagues all expect this, and you should expect this of yourself.

2.2 But what does this mean on a day-to-day basis? It means that in your work, you should always be of 'good character' (*Ongoing work by the Nursing and Midwifery Council (NMC) on good health and good character has defined 'good character' as: 'someone who is capable of safe and effective practice at all times'. It is important that healthcare support workers can provide safe and effective care at all times. To assess good character, employers will take up character references and check for a satisfactory criminal records check.*) **This means that you should always display the characteristics outlined in paragraphs 2.2.1 to 2.2.13 below.**

Good character

2.2.1. Accountability - making sure that you can always 'answer' for your actions or omissions. Make sure you are happy with the things you do (actions) and the things you don't do (omissions) in your daily work and that you can justify them to patients, your supervisor, your employer and others.

How will I know if I'm 'working to standard' on accountability?

When you are working to standard on accountability, you may be asked to explain anything that you do or do not do with, or for, the patient. So, you need good reasons for the way you have acted. Your employers will draw on the knowledge and skills you have used when they judge your actions.

2.2.2 Awareness - being honest with yourself and others about what you can do. Know yourself, what you can do and what you can't do. **The safety of your patients is your first priority.** Always ask colleagues for help if you have any worries or concerns about your abilities.

How will I know if I'm 'working to standard' on awareness?

When you're working to standard on awareness, you'll know yourself well enough to know what you can do. You'll show you understand that some procedures can only be carried out by people who have had special training, and that, in certain circumstances; you need permission from qualified staff before you do certain things with patients. If you feel you're being asked to do something you haven't been trained to do, and that you don't have the skills to do it, you will speak up.

3.2.3. Integrity - always do what is right to protect the patient. Always do your best to make sure nothing you or anyone else does or does not do, will harm the patient's mental or physical health or delay their recovery.

How will I know if I'm 'working to standard' on integrity?

When you're working to standard on integrity, you will be protecting patients every way you can, taking into account all aspects of equality and diversity. You should be prepared to report issues that cause you to worry.

3.2.4. Advocacy - doing your best for patients and their relatives. This means being responsible for promoting and protecting the interests of patients, many of whom may not be able to protect their own interests. This could involve speaking up for patients to make sure that what is best for each individual is always taken into account.

How will I know if I'm 'working to standard' on advocacy?

When you're working to standard on advocacy, you'll be putting patients' interests first at all times and making sure that you are meeting their wants and needs. All patients are individuals with different likes and dislikes and you must acknowledge their equality and diversity to make sure that you treat them equally and fairly.

3.2.5. Sensitivity - respecting the patient. Every patient is an individual with real feelings and emotions. When working with patients, think about how they may be feeling and what the most appropriate response to their situation is.

How will I know if I'm 'working to standard' on sensitivity?

When you're working to standard on sensitivity, you'll be treating patients and their relatives politely while being aware of the situation they are in and their reactions to it. For example, they may be feeling confused, angry or frustrated. It is important that you are sensitive to this and do not take their reactions personally.

3.2.6. Objectivity – treating all patients in the same way. It is the duty of public bodies and their employees to promote equality. **Personal feelings about patients must not interfere with the standard of your work.** By law, you must provide all patients with high-quality care which reflects their individual needs, whatever their race, sex, sexuality, age, religious belief or disability. **This means that you owe patients a duty of care' and they can expect a 'reasonable' standard of care from all workers.**

And, it is important to maintain clear boundaries when caring for patients. This means that you should always have a 'professional' relationship with your patients. If you have any strong feelings about a patient's religious, social or cultural beliefs, you should tell your manager as soon as possible so they can take appropriate action.

How will I know if I'm 'working to standard' on objectivity?

When you're working to standard on objectivity, you'll be working to the same high standard with every patient you work with. It should not matter to you what the patient is like as an individual, what colour or religion they are or how they live their life. **You will see all patients as worthy of your respect and best efforts.**

3.2.7. Consideration and respect - making sure that patients are always treated with dignity. Consider and respect patients' privacy to make sure that neither you nor they are ever placed in an embarrassing situation.

How will I know if I'm 'working to standard' on consideration and respect?

When you're working to standard on consideration, you'll always show thoughtfulness for patients' feelings and needs. You'll protect patients to make sure that they are never unnecessarily exposed to embarrassing situations — whether in front of relatives, fellow patients or healthcare workers.

(The Disability Discrimination Act 1995 states you must make sure that disabled patients receive the same quality of service as all other patients. You should be aware that this may mean you have to treat disabled patients more favourably than you treat others to deliver an equal level of care.)

3.2.8. Consent - telling patients what you intend to do and listening carefully to what they say about it.

Working in partnership with the patient at all times is a basic principle that you must keep to at all times. Always explain to patients what you intend to do with them, even when it is basic care or routine procedures, and only continue with your planned work once the patient agrees to it. You must check that this agreement is written in the patient records, and you should report any concerns that the patient or a relative has to your supervisor.

How will I know if I'm 'working to standard' on consent?

When you're working to standard on consent, you'll be demonstrating that you will always make sure that the patient knows what you are planning to do and is happy with it. If the patient cannot give consent for themselves, because of their age or condition, you must always check with a relative or a senior member of staff. If the patient or relative has not agreed to what you plan to do, you must not do it. Always check with a senior member of staff if you are in any doubt.

3.2.9. Confidentiality - protecting the patient's privacy.

Confidentiality is essential to protect the interests of patients. It is a main feature of any code of conduct and of most terms and conditions of service in a health-care environment. So you must make sure that you don't give out personal information about patients, or about their condition or treatment, to anyone other than colleagues in the team who need to know the information to help in the patient's care. If you do not protect the patient's right to confidentiality, you may be breaking data-protection laws. If you feel that a patient is at risk of harm, and that you need to speak out, you should tell your supervisor. You should not discuss patients with anyone out of work.

How will I know if I'm 'working to standard' on confidentiality?

When you're working to standard on confidentiality, you'll maintain a professional attitude at all times when handling patient information and you won't 'gossip' about patients to anyone at any time. When you do pass on information to a colleague as part of your job, you will take care to be accurate and clear in what you say or write.

3.2.10. Co-operation - working effectively with your colleagues as part of a team. Value the part you play in the team and respect the part played by other members of the team. How will I know if I'm 'working to standard' on co-operation? When you're working to standard on co-operation, the contribution you make to the team will be valued. You'll be communicating effectively, sharing information and working to meet the team's shared goals in the best interests of the patient.

3.2.11. Protection – making sure you don't put patients and colleagues at risk of harm. Make sure patients, visitors and colleagues are protected from dangers and risks and that nothing you do, or don't do, results in harm or risk to others.

How will I know if I'm 'working to standard on protection'?

When you're working to standard on protection, you'll know the dangers patients and colleagues face at work and will do what you can to reduce risks of accidents or harm. You will also make sure you report any concerns you have to a supervisor to reduce risks in the future.

3.2.12 Alertness - observing any changes that could affect a patient's needs or progress. Always try to notice when a patient isn't doing what you expect of them and report your observations to an appropriate person.

How will I know if I'm 'working to standard' on alertness?

When you're working to standard on alertness, you will notice when patients are 'just not right'. You'll notice, for instance, when the patient can't move as well as usual or perhaps hasn't eaten their meal. Reporting these observations will be in the best interests of the patient.

4. What this means for you

4.1. The code of conduct means that, as a health-care support worker, you have a responsibility to work to standard. This means that you must do the following.

4.1.1. Only do what your job description or specification allows you to do. If you do something, or accept an instruction from another healthcare worker to do something that isn't within your job description or Specification or level of skill, you could be putting the safety of the patient at risk and you could be disciplined. Let your manager or supervisor know if you feel you are being asked to do something you don't know how to, or something you know isn't in your job description or specification.

4.1.2. It is within the code of conduct of all health-care professionals not to delegate tasks unless they are sure that the person they are delegating to have the skills and is happy to perform the task. The person who delegates will remain professionally accountable for delegating the task. However, if you accept the task, you will be accountable for how well you perform it.

4.1.3. Make sure that you always follow the standard procedures for carrying out tasks and duties.

4.1.4. Make sure that you obtain consent, in line with your organisation’s policies, before doing anything to a patient.

4.1.5. Follow the rules on 'duty to care' (see paragraph 3.2.6). This means you must always make sure patients and colleagues don't come to harm because of something you've done or something you have not done, or because you've been careless or taken risks.

4.1.6. Making notes and keeping patients records up to date and accurate is an essential part of care. You should only write down information relevant to the care you have given to patients, and get an appropriate person to sign the record in line with the organisation’s policy. If you are not sure, ask for advice. As you are accountable for anything you write, no matter how informal it might seem, what you write can be used as evidence in any enquiry by your employer or the courts in the future.

5. 24 hour Clause and Breach of Contract

This is an agreement between yourself and the agency 24hr Healthcare. You agree to attend work as booked. If you fail to attend work you must notify the agency within 24 hours on the mobile telephone number provided to you.

Failure to notify or leaving work without providing 48 hour notice will put you in breach of your contract. You agree to lose your holiday and any other entitlement if you are in breach of your contract. We will, at our discretion pursue legal avenues to cover any losses should this happen.

6. In short as an employee of 24hr Healthcare we expect you to carry out all of your duties diligently and cooperatively. You are expected to arrive at appointments of work on time, with a clean presentable uniform, I.D badge and a positive working attitude. You are a representative of our company and any reports of misbehaviour or refusal to complete tasks requested will NOT be tolerated and you will be dropped from our system.

You are signing this form as confirmation that you have read and fully understood our Code of Conduct, by signing this you are taking full responsibility for yourself in regards to any breach of this contract. If a breach of contract has been made you will be subject to a disciplinary hearing so please make sure you have fully understood the document. (Our disciplinary policy is available on request from any of our offices)

Signature:	
Print Name:	
Date:	

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Incomplete forms may be returned and may delay in offering you agency work
ALL SUCCESSFUL CANDIDATES SHOULD COMPLETE THE DECLARATION BELOW

N.B. BEFORE SIGNING, MAKE SURE THAT YOU HAVE ANSWERED **ALL QUESTIONS** AS INSTRUCTED, PROVIDING FURTHER DETAILS AS REQUIRED.

Declaration	
I hereby confirm that the information given is true and correct. I have read and understood all statements.	
If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that 24hr Healthcare will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).	
Signature:	
Print Name:	
Date:	

IMPORTANT PLEASE READ

Being a dedicated member of the REC and CQC governing bodies, we follow strict employment regulations and therefore will need particular and even confidential documents from you. These are for proof of identity, eligibility to work in the UK, an enhanced disclosure (for safeguarding purposes) and evidence of previous relevant work experience.

1. We are required to take a copy of your Passport. If you do not possess a Passport then a Drivers licence will be accepted. A Passport however will be considered for eligibility to work in the UK, a drivers licence will not. A birth Certificate will suffice for proof to work in the UK but either document will need to be complimented with a N.I card Copy. Again if this is not available a credible letter or document stating your NI number with your name on as well can be accepted (for example a letter from the job centre or a P45 or a P60).
2. When ID is checked all previous marital names must be stated and transition of name change must be shown by a Marriage certificate or any other coherent documents. This is for Identity and background checking purposes.

3. To pass on to our client's and for a record of previous experience we will need to see a word processed CV. If you're having trouble word processing your CV, please notify our staff and they will help you to the best of their ability.
4. Any training stated by yourself or on your CV must be proven with certified and credible certificates, as with any work experience references must be provided. We do not accept references from family members, we need at least two and one must state experience from longer than five years previous to the date of registration. If you have not worked at all or for a long period of time and cannot retrieve a reference previously prior to the five years, a signed letter from a family member or the job centre may be accepted. In the case that you have been in education around this point in your life then a letter from a Tutor or teacher may also be accepted.
5. As provided by our staff, the application must be fully completed. If you are having trouble with the form then please ask a member of staff for assistance. Remember to read carefully through every section so you know what you are signing. As well as terms and conditions, personal details and declarations forms there will be a Health and medical questionnaire. Please make sure to fill this out as it is important.
6. Finally if all previous requirements are completed and have been approved by one of our members of staff, we are required to perform an enhanced disclosure. The CRB disclosure's expense must be met by yourself. If you have any issues with payment please ask our staff on how to receive funding. In some cases we may organise a payment plan but this will not be offered to all candidates.

Terms & Conditions for all Staff

Between 24hr Healthcare (hereinafter called the Employment Agency) and
(Print Name) hereinafter called the temporary agency worker.

Definitions and Interpretation

1. In these Terms and Conditions, unless the context otherwise requires, the following expressions have the following meanings:
 - "**Agency**" means 24hr healthcare Consultancy Group Ltd , a company registered in England and Wales under number 6918565 whose registered office is at Belmont Business Centre, 7 Burnett Street, Bradford. West Yorkshire. BD1 5BJ
 - "**Candidate**" means any person using the Services for the purposes of finding employment;
 - "**Client**" means any person, firm or company including any associates or subsidiaries to whom the Candidate may be introduced;
 - "**Personal Data**" means data relating to a living individual (in this case the Candidate) that enables them to be identified and includes, but is not limited to, the Candidates name, address, telephone number and email address;
 - "**Services**" means the employment agency services provided by the Agency to the Candidate as set out in these Terms and Conditions.

Unless the context otherwise requires, each reference in these Terms and Conditions to:

 - "Writing", and any cognate expression, includes a reference to any communication effected by electronic or facsimile transmission or similar means;
 - A statute or a provision of a statute is a reference to that statute or provision as amended or re-enacted at the relevant time;
 - ."These Terms and Conditions" is a reference to these Terms and Conditions and each of the Schedules as amended or supplemented at the relevant time;
 - A Schedule is a schedule to these Terms and Conditions; and

A Clause or paragraph is a reference to a Clause of these Terms and Conditions (other than the Schedules) or a paragraph of the relevant Schedule; and

A "Party" or the "Parties" refer to the parties to these Terms and Conditions.

The headings used in these Terms and Conditions are for convenience only and shall have no effect upon the interpretation of these Terms and Conditions.

Words imparting the singular number shall include the plural and vice versa.

References to any gender shall include the other gender.

2. Hourly Rate

Means the current National Minimum Wage being the minimum rate of pay (subject to deductions) that the Employment Business reasonably expects to achieve for all hours worked by the Agency Worker.

3 The Contract

Any and all business entered into by the Agency is subject to these Terms and Conditions and in the event of any conflict with any other Terms and Conditions these terms shall prevail unless agreed otherwise in writing by a Director of the Agency.

The Candidate shall be deemed to have accepted and agreed to be bound by these Terms and Conditions upon either their submission of any information or data to the Agency; or their making an application to a Client, whichever occurs first.

These Terms and Conditions supersede all previous terms of business.

4 Annual Leave

Entitlement to payment for leave accrues in proportion to the amount of time worked by the Agency Worker on Assignment during the Leave Year is 5-6 weeks (or 28 days). Under this system, a worker gets one twelfth of their leave in each month. So by the third month they'd be entitled to a quarter of their total leave, e.g. 7 days out of 28 for a 5 day week.

5 The Services

The Candidate shall have the facility to browse vacancy advertisements and apply for any vacancies that it so chooses.

The Agency shall provide its services to the Candidate as an employment agency at no cost to the Candidate.

Whilst the Agency shall use its best and reasonable endeavours to inform the Candidate of any and all vacancies that meet the Candidate's requirements, it does not warrant and provides no guarantee that any such vacancies will be available or that the Candidate shall be informed of available vacancies.

Whilst the Agency requires its Clients to ensure that all information provided to it is complete, accurate and up-to-date, the Agency does not provide any warranty or guarantee of any kind that the vacancy advertisements and other information made available to the Candidate are complete, accurate and up-to-date.

6 Vacancy Notifications

If the Candidate has chosen to receive email updates of vacancies that are relevant to them from the Agency, the provisions of this Clause 4 shall apply.

Emails shall be sent to the Candidate weekly and shall contain listings of vacancies submitted to the Agency within the previous month which match the Candidate's criteria.

The Agency shall be under no obligation to send such emails and cannot make any guarantee with regard to the number of vacancies featured in each email.

7 Candidate Information

In order to use the Services, the Candidate shall be required to provide details which shall include, but not be limited to, those regarding their contact information, qualifications, training, experience, employment history and references. The Agency requires such details in order to match the Candidate with the appropriate Clients and vacancies.

The Candidate must ensure that all information submitted to the Agency is, to the best of their knowledge, true, accurate, complete and up-to-date.

In the event that the information submitted to the Agency becomes incorrect, inaccurate, incomplete or out-of-date, the Candidate must submit appropriately revised information to the Agency as soon as is reasonably possible.

Where any of the information submitted to the Agency contains details which may be used to identify a third party (including, but not limited to, referees); the Candidate must obtain the permission of that party to supply their details to the Agency prior to submitting the information.

8 Applications

(a) When applying for a vacancy, the Candidate must ensure that they:

(b). have read the complete details of the vacancy;

(c) Understand the requirements of the vacancy;

(d) 3 meet the requirements of the vacancy;

(e) Possess any requisite qualifications required by the vacancy; and

(f) Have obtained or applied for any relevant permits or authorisations.

When completing forms or any other application documents the Candidate shall ensure that the details included on the form are to the best of their knowledge, true, accurate, complete and up-to-date.

In the event that the information submitted to a Client becomes incorrect, inaccurate, incomplete or out-of-date, the Candidate must submit appropriately revised information to the Client as soon as is reasonably possible.

Where any of the information submitted to a Client contains details which may be used to identify a third party (including, but not limited to, referees), the Candidate must obtain the permission of that party to supply their details to the Client prior to submitting the information.

The Agency shall forward the Candidate's details to Client's for the purpose of the relevant vacancy only. In the event that the Candidate wishes to apply for multiple vacancies to the same Client, they must submit separate applications for each vacancy.

The Agency reserves the right and the discretion to decline to forward applications to its Clients if it considers them to be in breach of these Terms and Conditions.

9 Data Protection

The Agency will collect certain Personal Data and other information from the Candidate which is required for the provision of the Services. Such Personal Data is collected, held and processed by the Agency for the following purposes:

Providing information regarding vacancies and other relevant information to the Candidate;

- (a) Matching relevant Candidates and vacancies; and
- (b) Monitoring and improving its services; and
- (c) Promoting training products created and delivered by The Company.

The Agency is a data controller under the Data Protection Act 1998 and as such is registered with the Information Commissioner's Office. Subject to sub-Clause 7.4, the Agency shall not share any Personal Data with any third parties without the consent of the Candidate.

The Agency may share Personal Data with the following parties without the prior consent of the Candidate:

- (a) Another business which merges with or acquires the Agency;
- (b) Regulatory bodies or law enforcement authorities; and
- (c) Any professional advisors, contractors or subcontractors that the Agency may appoint from time to time.
- (d) Any third parties in receipt of Personal Data under sub-Clause 7.4 shall be subject to the provisions of the Data Protection Act 1998.

10 Liabilities

The Agency shall not be liable for any of the following:

- (a) The loss of any data, CV's or other materials submitted by the Candidate;
- (b) Any errors or inaccuracies present in the information presented to Candidates including, but not limited to, vacancy advertisements;
- (c) The failure of the Candidate to secure employment with any of its Clients whether caused by the negligence of the Agency, its employees or agents, or any other cause;
- (d) Any loss or damage of any kind, howsoever caused arising out of the negligence, misconduct, dishonesty, breach of faith or breach of contract on the part of any Client; and
- (e) Any loss or damage of any kind howsoever caused arising out of any material submitted to the Agency by the candidate.

Nothing in these Terms and Conditions shall exclude or otherwise restrict the Agency's liability for death or personal injury arising out of its own negligence.

11 Indemnities

The Candidate shall indemnify the Agency against any costs, liability, damages, loss, claims or proceedings which may arise out of its use of the Services; its submission of any information set out in these Terms and Conditions or any other information; any applications it may submit to any Client; or any breach of any part of these Terms and Conditions.

12 Force Majeure

Neither Party to these Terms and Conditions shall be liable for any failure or delay in performing their obligations where such failure or delay results from any cause that is beyond the reasonable control of that Party. Such causes include, but are not limited to: power failure, Internet Service Provider failure, industrial action, civil unrest, fire, flood, storms, earthquakes, acts of terrorism, acts of war, governmental action or any other event that is beyond the control of the Party in question.

13 Notices

All notices under these Terms and Conditions shall be in writing and be deemed duly given if signed by, or on behalf of, a duly authorised officer of the Agency or by the Candidate.

Notices shall be deemed to have been duly given:

- (A) When delivered, if delivered by courier or other messenger (including registered mail) during the normal business hours of the recipient; or
- (b) When sent, if transmitted by facsimile or email and a successful transmission report or return receipt is generated; or
- (c) On the fifth business day following mailing, if mailed by national ordinary mail, postage prepaid; or
- (d) On the tenth business day following mailing, if mailed by airmail, postage prepaid.

.All notices under this Agreement shall be addressed to the most recent address, email address, or facsimile number notified to the other Party.

14 Relationships of Parties

Nothing in these Terms and Conditions shall create, or be deemed to create, a partnership, the relationship of principal and agent, or of employer and employee between the Agency and the Candidate.

15 Third Parties

Nothing in these Terms and Conditions shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by any party that is not a party to these Terms and Conditions.

16 Severances

In the event that one or more of the provisions of these Terms and Conditions is found to be unlawful, invalid or otherwise unenforceable, that / those provisions shall be deemed severed from the remainder of these Terms and Conditions. The remainder of these Terms and Conditions shall be valid and enforceable.

17 Modifications

The Agency may modify these Terms and Conditions at any time. In the event that modifications are made, details of them will be published forthwith on the agency website. Candidates will also receive an email detailing the modifications.

If the Candidate does not agree to be bound by any modified terms and conditions the Agency may introduce, they should immediately cease using the Services upon publication of those terms and conditions.

18 Law and Jurisdiction

These Terms and Conditions (including any non-contractual matters and obligations arising there from or associated therewith) shall be governed by, and construed in accordance with, the laws of England and Wales.

Any dispute, controversy, proceedings or claim between the Parties relating to these Terms and Conditions (including any non-contractual matters and obligations arising there from or associated therewith) shall fall within the jurisdiction of the courts of England and Wales.

19 Swedish Derogation

I agree to the Swedish derogation, signing this agreement means you give up the right to pay parity with direct recruits to which you would normally be entitled to after 12 weeks in an assignment, in return for some guaranteed pay between assignments. You agree to give up your rights under the agency workers regulations 2010 to the same employment conditions as direct recruits in so far as they relate to pay and the agency will take reasonable steps to obtain suitable employment for agency workers and pay you for at least 2 calendar weeks between assignments before it can terminate the contract.

20. Conflict of Interest

The agency will at all times protect its business affairs, and therefore, we will expect all candidates to perform such duty. Such duty is to and not limited to protecting the agency reputation and avoiding any and all conflicts of interest arising. The agency will consider such a breach of contract when once a candidate is registered with our agency, and has been sent to placement, we will not allow the candidate to take placements at the same place via any other agency or competitor. If the candidate applies for a permanent position via a placement, or decides to join their bank staff, they must inform the agency immediately.

21 Changes of Circumstances

The agency must be informed as soon as possible; any changes in the candidates circumstances. This may include and is not limited to any change of address, contact details, health conditions, or any other circumstances that may affect the placement of candidates, or directly or indirectly affect the agency in any circumstances.

22 Limited Companies

All candidates who are limited companies must provide all documentation and indemnity insurance upon registration. Failure to do so will result in the candidate not being covered under our insurance, and will be liable to prosecution for any occurrences that can and will result in prosecution. If a candidate does not inform the agency upon registration, we cannot be held liable for any proceedings that occur. It is an NMC requirement that all limited companies must have their own insurance. The candidates can and will be liable to suspension if they fail to provide a valid insurance certificate.

Signature:	
Print Name:	
Date:	