Substantive Bank Staff Application Form

Bank worker Information

**Thank You for applying to join our internal bank workforce, your support is greatly appreciated. Please note the following before completing your application.**

* **As a bank worker at Liverpool University Hospitals, there is no agreement that you will be guaranteed hours and the Trust reserves the right to withdraw the offer of bank work at any time.**
* **When you first join the bank, you will not be paid for 2 weeks after we receive approval to pay you for your first shifts. It will then revert to weekly pay.**
* **To maintain your bank post, you must complete at least one shift every 28 weeks, failure to do this will result in you being removed from the bank register and you will need to reapply.**
* **If you leave your substantive role, you must ensure your department manager is aware and you have completed a resignation form, via the Greenlight System. If you wish to be rehired to the bank upon leaving, please select to terminate your primary role only. On doing so you will be rehired as a band 2 HCA or band 5 RN, unless in a specialised role.**
* **If you do not complete this before leaving the trust, you will need to reapply to the bank externally.**
* **If you are wishing to join in a different position, you must apply through TRAC.**
* **Substantive staff are matched to bank within their substantive area, any bank shifts worked outside of this will be paid at the general bank shift release rate of B2 or B5 pay. The shifts are released at the band requested, therefore will be paid as such.**
* **You cannot remain as a HCA on a bank only contract upon leaving a substantive post if under 18 years of age.**
* **When amending an assignment on roster it may be that shifts will be removed from the system. We will look to rebook shifts for up to 7 days of the assignment being changed so please keep an eye on EOL and rebook any shifts needed**
* **Please note all Mandatory and Role Specific training must be compliant before you can book bank shifts**

**PLEASE RETURN THE FORM BELOW TO SUMBIT YOUR APPLICATION**

**PLEASE COMPLETE IN FULL TO ENSURE REQUEST IS PROCESSED PROMPTLY**

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| Personal Details |  |
| Title: Mr/ Mrs / Miss / Ms | Date of Birth: |
| Surname: | Assignment Number: |
| First Names: | National Insurance: |
| Home Address: Email Address:  Mobile Number: | |
| Post Code: | Pin Number: |
| Current Posting to match | Please only select one option |
| Job Title of current post: | Start Date of substantive uplift (if bank uplift required): |
| Ward/Department where present post held: | Start Date for bank post (if creating new post): |
| Grade of Current Post: | Finish Date if leaving substantive Post: |
| Contracted Hours: |
| Bank Posting – Please only complete if this is to match a SUBSTANTIVE UPLIFT/DROP. | |
| Job title on bank (this must be at or below current assignment):  Grade of proposed post:  Please note if you are wishing to join in a different 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 start date above, 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 with the requested effective date to cover any shifts worked prior to submitting this request.**  **Ward / Department Manager Signature:**  **Print Name:**  **Date:** |

**Please return your completed form to** [**bank.recruitment@liverpoolft.nhs.uk**](mailto:bank.recruitment@liverpoolft.nhs.uk)