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| **Mole Valley District Council**  **Agency Worker Request Form** | | | | |
| Hiring Managers are asked to fully complete all sections of this form, unless otherwise stated.  Once completed the form should be sent, along with a Job Description and Candidate Spec to all of the suppliers on the relevant Category via the Portal. | | | | |
| **For INTERNAL USE ONLY:**  Please confirm approval has been obtained for the spend described below at SLT **Yes /No**  Date SLT approved the spend: **Insert date here** | | | | |
| **SECTION 1: Hiring Manager** | | | | |
| **Hiring Manager Name** | |  | **Phone No** |  |
| **Work location** | |  | **Email address** |  |
| **SECTION 2: Details of requirement** | | | | |
| Job title and grade: | |  | Required start date: |  |
| Hours of Work | |  | Expected duration: |  |
| Category you are accessing: | |  | Interview required? | **Choose an item.** |
| Nature of work duties and reason for additional resources required: | | **Choose an item.** | Driving licence required? (State any special requirements e.g. LGV, insurance checks etc) | **Choose an item.** |
| What skills and experience are required? | |  | DVLA check required? (Crawley only) | **Choose an item.** |
| What documentary evidence of qualifications is required? | |  | Categories D- I only  Membership of a professional body (state which one/s) |  |
| No. of years employment history required (NB Mole Valley DC requires 3 years min) | |  | No. of employment references required (Max of 2 unless exceptional circumstances) |  |
| Maximum no. of CVs for each Agency to provide | |  | Confidentiality agreement signed? | **Choose an item.** |
| Does the candidate need to be DBS checked? | | **Choose an item.** | Other comments / special requirements |  |
| The Agency will carry out the following checks on all candidates: Proof of eligibility to work in the UK in accordance with the Asylum and Immigration Act and provide a complete CV to the Hiring Manager. | | | | |
| **SECTION 3: Pay information** | | | | |
| **Pay per hour (excl fees):** |  | | | |
| **Booking guide:**  1. Send to all Agencies on the particular category you are accessing along with a person / candidate specification and a job description / role profile. | | | | |