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| **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 / Candidate Specification and Supplier Response Form to all the email addresses provided for the relevant Category. |
| **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 onlyMembership 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 to candidate per hour (excl fees)\*** **NB this is dependent on availability of staff for this rate and could be subject to negotiation with the Hiring Manager** |  |
| **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. |