

# MEDICAL HR NEW STARTER FORM

## FOR COMPLETION BY MEDICAL HR

Employee Number											Input by (HR Staff Member Name)						
Trust Email added to ESR?	Yes		No		ESR Entry Date												

## FOR COMPLETION BY EMPLOYEE IN BLOCK CAPITALS

### SECTION 1 - PERSONAL DETAILS

Surname											Title						
Forename(s)											Marital Status						
Middle Name(s)											Gender						
Preferred Name(s)											Date of Birth						
Previous Surname(s)											Place of Birth						
Country of Birth											Nationality						
National Insurance																	
Address																	
Country											Post Code						
Are you a United Kingdom, European Community or European Economic Area National?											YES		NO				
Mobile Number																	
Personal Email Address																	
NHS.Net Email Address																	

### SECTION 2 - PREVIOUS EMPLOYMENT (LIST ALL MEDICAL POSITIONS)

Employer	Post Title	Grade	FT/PT	From	To	NHS (Y/N)

### SECTION 3 - PROFESSIONAL REGISTRATION (GMC / GDC)

Awarding Body	Registration Number	Renewal Date			Full / Prov / Temp

### SECTION 4 - QUALIFICATIONS

Qualification	Awarding Body	Country of Qualification	Award Date		

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SECTION 5 - EMERGENCY CONTACT DETAILS			
Surname(s)		Title	
Forename(s)		Relationship	
Telephone Number 1		Telephone Number 2	

SECTION 6 - BANK DETAILS													
Bank / Building Society Name													
Sort Code							Account No						
Building Society Account No.													

SECTION 7 - SALARY DEDUCTIONS					
You will be automatically opted in to Doctors Mess Membership (Junior Doctors Only). The current subscription is £12.00 per month. Do you wish to opt-out?					
YES		NO		N/A (Senior Doctor)	

SECTION 8 - MEDICAL BANK					
<p>If you intend to undertake hours of paid work as a locum, additional to the hours set out in your schedule, you must initially offer such additional hours of work exclusively to the service of the NHS via our internal NHS Staff Locum Bank.</p> <p>The requirement to offer such service is limited to work commensurate to your grade and competencies, rather than work at a lower grade than you are currently employed to work at.</p> <p>You must inform us as your employer of your intention to undertake additional hours of locum work. You can carry out additional activity over and above the standard commitment set out in your schedule up to a maximum average of 48 hours per week (or up to 56 hours per week, if you have opted out of the Working Time Regulations).</p> <p>Doctors in Training: You have a professional responsibility for ensuring your total hours of work, including any work undertaken for any other employer, comply with the contractual and regulatory limits set out in Schedule 3 of the Terms and Conditions of Service for NHS Doctors and Dentists in Training (England) 2016*.</p>					
*Have you read and understood your responsibilities as outlined above regarding additional working if you are employed under the 2016 Terms and Conditions of Service?					
YES		NO		N/A (Senior Doctor)	

SECTION 9 - EMPLOYEE CERTIFICATION					
<p>I certify the above information is true and correct and I understand the information provided will be scanned and held in a secure electronic filing system and recorded on my NHS Electronic Staff Record.</p> <p>I authorise that my previous employer(s) can be contacted in order to verify my salary and continuous service.</p>					
Employee Signature			Date		