**Bank Registration Form for Substantive Staff. All fields on this form are mandatory. Please complete in block capitals and return to: Recruitment Team, Commonhead Offices.**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Forenames |  |
| Address |  | | |
| Contact Email | Work: | Personal: | |
| Telephone |  | Date of Birth |  |
| NI Number |  | Prof Reg No. |  |

Are you leaving the Trust? **YES** / **NO** Internal department transfer **YES / NO**

Are you retiring from your substantive post? **YES** / **NO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current Post |  | | Ward / Dept |  |
| Current Band |  | | Leaving Date |  |
| Specific Bank Post Required: | | *Example – Healthcare Assistant / Staff Nurse Include banding* | | |

**Area required: Wiltshire Community Bank Yes / No**

**Swindon Community Bank Yes / No**

**GWH Bank Yes / No**

**Declaration:** It is the responsibility of the bank worker to manage their hours in accordance with the European Working Time Directive. Your working hours must not exceed 48 hours per week, including any periods of annual leave.

It is the responsibility of the bank worker to ensure their timesheet is correctly and accurately completed and submitted in time. Failure to do so will result in a delay to payment. For specific details about timesheet submissions and payroll deadlines, please contact the Staff Bank. If you are leaving your substantive post, all posts held will be terminated in order to process your P45. If you wish for your bank agreement to be reissued, this must be discussed with your line manager and documented on the leaver form. Applicants are not permitted to work any bank shifts until in receipt of a Bank Worker Agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**Manager’s Supporting Statement:** I confirm that this request for a bank post has been discussed, and the following points have been addressed: Posts within the Bank are subject to the European Working Time Directive. This directive states that the bank worker must not exceed 48 hours’ work per week, including any periods of annual leave.

* The applicant is not currently on a red trigger for sickness absence, or any formal disciplinary sanction in respect of conduct or capability.
* The applicant is fully up to date with all mandatory training.

I support this application for a bank post.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| Print Name |  | | |