Recruitment Agency Application Form

📌 Mobile App Application Form Structure

Step 1: CV Upload & Auto-Parsing

* Candidate uploads CV *(PDF/DOCX)*
* AI extracts details (Personal Info, Employment History, Education, Skills)
* Candidate reviews & edits missing/incorrect details

Step 2: Personal & Employment Details *(Fill only missing or incorrect details)*

A. Personal Details

* Full Name
* Title (e.g., Dr., Mr., Ms.)
* Previous Names (if applicable)
* Date of Birth
* Gender
* Nationality
* National Insurance Number
* Current Address
* Postcode
* Contact Number
* Email Address
* Right to Work (RTW) Status
* Passport/Visa Details (if applicable)
* Upload Photograph

B. Emergency Contact Details

* Name
* Relationship
* Phone Number

C. Education History

* Qualifications (Degree/Diplomas)
* Institution Name
* Year of Completion

D. Employment History *(Last 5 Years, No Gaps)*

* Previous Employers Name
* Job Titles
* Start & End Dates
* Reason for Leaving

Gaps in Employment:

* Auto-detection of gaps based on dates.
* Prompt for explanation (Dropdown: Maternity Leave, Travel, Education, Personal Reasons, etc.).

Voluntary Work/Unpaid Experience:

* Organization Name
* Role
* Start/End Dates
* Responsibilities

Step 3:Bank Details & Payment Information

* Bank Name
* Account Holder Name
* Sort Code & Account Number
* Payment Type (PAYE/Umbrella/LTD)
* Upload P45/P60 (if applicable)
* Upload Company Registration (For LTD)

Step 4: Work Preferences

* Preferred Locations
* Shift Availability (Day/Night/Weekend)
* Notice Period

Step 5: Language Skills

* Spoken & Written Languages
* Proficiency Level

Step 6: Skills Assessment *(If Applicable)*

* Key Skills
* Clinical Competencies *(For Healthcare Roles)*

Step 7: Appraisal and Performance Reviews

* Have you participated in a professional appraisal or performance review in the last 12 months? ☐ Yes ☐ No  
  If yes, provide details:
  + Date of Appraisal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Reviewer Name and Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Key Outcomes or Feedback: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Are you willing to participate in regular appraisals and performance reviews as per NHS guidelines? ☐ Yes ☐ No

Step 8: Compliance Section *(Upload Documents & Complete Necessary Checks)*

A. NHS Employment Checks

1. Identity Check (Upload Passport/Driving License)

Provide one document from List A and two documents from List B or One from List A and two from List B)

* **List A (Primary Identity Document):**  
  ☐ Passport ☐ Biometric Residence Permit ☐ Driving License ☐ e-visa
* **List B (Supporting Documents):**  
  ☐ Utility Bill (last 3 months) ☐ Bank Statement (last 3 months) ☐ Birth Certificate

1. RTW Check (Upload Visa/Biometric Card/Share Code)
   * Are you legally entitled to work in the UK? ☐ Yes ☐ No
   * If yes, provide proof (e.g., Passport, e-Visa, Biometric Residence Permit):  
     Document Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
     Document Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
     Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Hourly Work Restriction (if applicable) ☐ Yes ☐ No
   * If Yes, specify the number of hours allowed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Consent for Sharing Right to Work Data
2. Qualification and Professional Registration Check (GMC/NMC/HCPC PIN)

* Qualification Certificates
* Professional Registration Copy/Certificate
* Registration Body (e.g., GMC, NMC, HCPC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Have you ever been suspended or investigated by your registration body? ☐ Yes ☐ No  
  If yes, provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Reference Checks (Provide Contact Details of Two References)
   * Reference 1:  
     Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Address:

Referee Name  
Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Contact Information: Email and Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_

* + Reference 2:  
    Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Address

Referee Name  
Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Contact Information: Email and Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_

1. DBS Check & Information (Upload Enhanced DBS Certificate or Update Service Number)

* Do you have a current DBS certificate? ☐ Yes ☐ No  
  Certificate Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  Date of Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Update Service Registration**: ☐ Yes ☐ No
* Have you ever been convicted of a criminal offence? ☐ Yes ☐ No  
  If yes, provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Overseas Police Check *(For Non-UK Residents)*
2. Occupational Health (OH) & Fit to Work (FTW) Checks
   * Immunisations (Hep B, MMR, TB)
   * OH Form and Health Declaration
   * Do you have any health conditions or disabilities requiring workplace adjustments? ☐ Yes ☐ No  
     If yes, provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Mandatory Training Checks

* Upload Training Certificates:
  + Basic Life Support
  + Safeguarding
  + Infection Control
  + GDPR & Data Protection
  + Fire Safety
  + Equality & Diversity

Step 9: Declarations & Compliance Acknowledgements

Candidate must read, acknowledge, and digitally sign:

A. Legislative & Compliance Requirements

* Working Time Regulations (WTR)
  + The Working Time Regulations 1998 limit working hours to 48 hours per week unless opted out.
  + Do you wish to opt-out of the 48-hour weekly limit? ☐ Yes ☐ No
    - If yes, please sign below to confirm your agreement:  
      **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
      **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Are there any restrictions or preferences regarding your working hours?  
    ☐ Yes ☐ No  
    - If yes, provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Agency Workers Regulations (AWR)
* Terms & Conditions (T&C)
* Key Information Document (KID)
* Staff Handbook

B. Additional Declarations & Acknowledgements

1. IR35 Status Declaration
2. Indemnity Insurance Confirmation *(For LTD Company Contractors)*
   * Do you hold professional indemnity insurance? ☐ Yes ☐ No  
     If yes, provide details:
     + Provider Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     + Policy Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
     + Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * If no, do you require assistance in arranging indemnity cover? ☐ Yes ☐ No
3. Confidentiality Agreement
4. GDPR & Data Protection Agreement
5. Rehabilitation of Offenders Act Declaration
6. RTW & DBS Accuracy Confirmation
7. Consent for Ongoing & 3rd Party Audit Checks
8. Visa Condition Adherence *(If Applicable)*
9. Appraisal Agreement
10. Social Media Policy Acknowledgement
11. Counter-Fraud Measures Agreement
12. Data Retention Policy Acceptance
13. Equal Opportunities Policy Agreement
14. Health & Safety Agreement
15. Tax & National Insurance Deductions Acknowledgement

🚀 Mobile App Implementation Features

✅ Smart CV Parsing – Reduces manual data entry  
✅ Step-by-Step Form Flow – Keeps the process user-friendly  
✅ Document Upload Feature – Take photos or upload files  
✅ E-Signature Capability – Secure & legally compliant digital signing  
✅ Progress Tracker – Displays completion percentage  
✅ Auto-Save & Resume Later – Candidates can continue where they left off  
✅ Multi-Platform Support – Works on mobile & desktop

### NHS Employment Check Standards: Comprehensive Application Form

#### ****Declarations and Consent****

1. ☐ **Rehabilitation of Offenders Act Declaration**
   * I declare that I have disclosed all necessary information in line with the Rehabilitation of Offenders Act and understand that withholding relevant information may lead to withdrawal of the employment offer or disciplinary action.
2. ☐ **Working Time Regulations Declaration**
   * I confirm my understanding of the Working Time Regulations and agree to comply with the 48-hour weekly work limit unless an opt-out agreement has been signed.
3. ☐ **Health Declaration**
   * I declare that I am medically fit for the role and have disclosed any health conditions requiring reasonable adjustments.
4. ☐ **Indemnity Insurance Acknowledgment**
   * I acknowledge that I hold or will arrange professional indemnity insurance as required for my role, and I understand its importance in ensuring professional accountability.
5. ☐ **Confidentiality**
   * I agree to maintain the confidentiality of all patient, organizational, and colleague information during and beyond my employment.
6. ☐ **Data Protection Agreement**
   * I consent to the collection, use, and secure storage of my personal data in compliance with GDPR and organizational policies.
7. ☐ **Right to Work Declaration**
   * I confirm that I am entitled to work in the UK and have provided accurate documentation as evidence.
8. ☐ **Criminal Record Declaration**
   * I declare that I have disclosed any criminal convictions or cautions as required by the role’s specifications.
9. ☐ **Accuracy of Information**
   * I confirm that the information I have provided is accurate to the best of my knowledge and understand that providing false information may lead to withdrawal of an offer or dismissal.
10. ☐ **Consent for Ongoing Monitoring Checks**
    * I consent to periodic checks, including DBS updates, professional registration status, and work eligibility, as required for my role.
11. ☐ **Terms of Employment Agreement**
    * I acknowledge that I have read, understood, and agree to the terms of employment as provided during the recruitment process.
12. ☐ **Acknowledgment of the Staff Handbook**
    * I confirm that I have received, read, and understood the Staff Handbook and agree to comply with its policies and procedures.
13. ☐ **Key Information Document (KID)**
    * I confirm receipt and acknowledgment of the Key Information Document outlining essential employment details.
14. ☐ **Visa Condition Adherence**
    * I agree to adhere to all visa conditions applicable to my employment and will inform the organization of any changes in my status.
15. ☐ **Appraisal Agreement**
    * I consent to participate in regular appraisals for performance evaluation and professional development.
16. ☐ **Social Media Policy Acknowledgment**
    * I acknowledge that I have read and understood the organization’s social media policy and agree to comply with its standards for professional conduct.
17. ☐ **Counter-Fraud Measures Acknowledgment**
    * I acknowledge my understanding of the organization’s counter-fraud measures and agree to cooperate fully to prevent and address fraudulent activity.
18. ☐ **Data Retention Policy**
    * I understand and agree to the organization’s data retention policy, including how long my data will be stored and managed in compliance with legal requirements.

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Detailed approach to implementing the functionalities you’ve described:

1. Upload and Parse CV

* Feature: Allow users to upload their CV as the first step upon logging into the app.
* Implementation:
  + Integrate an AI-powered CV Parsing Tool (e.g., RChilli, Sovren, or custom NLP models).
  + Extract key information such as:
    - Personal Details: Name, contact information.
    - Work Experience: Job titles, employment dates, responsibilities.
    - Education: Degrees, certifications, and institutions.
    - Skills: Highlighted or mentioned skills.
  + Auto-populate the corresponding fields in the application form.

2. Automating Data Consistency Checks

* Functionality: Cross-check the information parsed from the CV with:
  1. Manually Entered Information: Validate consistency in names, dates, and qualifications.
  2. Uploaded Documents: Match data from uploaded ID proofs, certificates, and licenses.
  3. References: Verify employment details provided in references against the CV and form.
* Implementation:
  1. Develop a data validation engine using rules-based algorithms and AI models.
  2. Flag discrepancies and notify the user for corrections.
  3. Example Rules:
     + Employment dates in the CV should align with references and gaps in the application form.
     + Document names (e.g., passport or certificate names) should match the CV.

3. Automated Document Verification

* Feature: Accept or reject uploaded/scanned documents automatically.
* Implementation:
  + Integrate OCR Technology (e.g., Tesseract, Google Vision API) to extract data from uploaded documents (e.g., IDs, certificates).
  + Use AI/ML Algorithms to verify:
    - Validity (e.g., expiry dates for passports, registrations).
    - Compliance (e.g., DBS certificate presence, qualification alignment).
  + Reject documents that are:
    - Expired.
    - Blurry or incomplete scans.
    - Non-compliant with required document types.

4. Gap Identification

* Feature: Automatically identify and highlight gaps in employment or education history.
* Implementation:
  + Detect gaps by analyzing chronological data from the CV and application form.
  + Prompt users to explain gaps with a dynamic pop-up questionnaire.
  + Provide reminders to complete these explanations before submission.

5. Professional Emails for References

* Feature: Automate the reference request process.
* Implementation:
  + Extract referee contact details from the CV or manually entered data.
  + Validate email domains to ensure they are professional (e.g., no free email domains like Gmail for professional references).
  + Automatically send templated reference request emails with a unique link for referees to submit their input.
  + Track responses and notify users if reminders are required.

6. Workflow Automation in CRM

* Automated Actions:
  + Flag incomplete sections of the application form for user attention.
  + Auto-approve fully verified profiles and mark them as “Ready for Onboarding.”
  + Create tasks for admin review if discrepancies are detected.
  + Generate email alerts for missing mandatory documents or invalid submissions.
* Custom Rules:
  + Define thresholds for document quality, such as minimum resolution, correct formats (e.g., PDF, JPEG).
  + Highlight potential fraud indicators like mismatched names or altered documents.

7. User Feedback and Notifications

* Provide real-time feedback to users about:
  + Missing or inconsistent data.
  + Documents that need re-uploading.
  + Status updates for each step of the form completion process.
* Send proactive reminders for tasks left incomplete (e.g., “Please explain the gap in your employment history from Jan 2021 to May 2021”).

8. Dashboard for Admins

* Key Features:
  + Overview of application statuses (e.g., “Pending,” “In Review,” “Approved”).
  + Discrepancy reports for flagged applications.
  + Document quality reports.
  + One-click access to send reminders or request additional documents.

To implement a system where all uploaded documents are stamped as "Verified and Seen Original" along with the date and recruiter's name

1. Stamping Verified Documents

Automated Process:

1. Document Review Workflow:
   * Once a document is uploaded, it gets queued for review by the assigned recruiter.
   * The recruiter reviews the document in the CRM interface to confirm it matches the original.
2. Approval Action:
   * After verification, the recruiter clicks a "Verify" button on the document.
   * The system stamps the document with the following:
     + "Verified and Seen Original" label.
     + Recruiter's Full Name (autofilled from their CRM account).
     + Date and Time of Verification (auto-generated).
3. Stamped Document:
   * The stamp is overlaid on the document as a visible footer or embedded metadata for audit purposes.

2. Manual Verification Process

Steps for Recruiters:

1. View Document:
   * Recruiters access uploaded documents directly in the CRM.
   * They compare the uploaded document with the original (e.g., via video call or in-person inspection).
2. Mark as Verified:
   * Select the verification status from a dropdown:
     + ☐ Pending
     + ☐ Verified and Seen Original
     + ☐ Rejected (with reason).
3. Add Notes:
   * Optional comments for additional context (e.g., "Document verified via video call on [date]").

3. Automated Stamping Features

* Dynamic Stamp Placement:
  + The system overlays the verification details (e.g., text or watermark) at the bottom of the document.
  + Example:
  + Verified and Seen Original
  + Verified By: [Recruiter's Name]
  + Date: [DD/MM/YYYY]
  + Time: [HH:MM AM/PM]
* Audit Log:
  + Every verification action is recorded in the CRM for compliance audits.
  + Logs include:
    - Recruiter’s name and ID.
    - Timestamp of verification.
    - Document ID and type.

4. Compliance Considerations

* GDPR Compliance:
  + Ensure that document stamping and storage adhere to data protection laws.
  + Limit access to sensitive data to authorized personnel only.
* Traceability:
  + Include stamped documents and verification logs in candidate profiles for future reference.
* Re-verification:
  + Set expiration alerts (e.g., DBS checks or passports) and notify recruiters to re-verify documents nearing expiry.

5. User Experience Enhancements

* Recruiter Workflow:
  + Assign recruiters automatically based on job roles or regions.
  + Provide a dashboard showing pending verifications.
* Candidate Notifications:
  + Send automated updates once a document is verified:
    - "Your passport has been verified as 'Original' on [Date] by [Recruiter's Name]."
* Rejection Handling:
  + Notify candidates if their documents are rejected, including reasons and re-upload instructions.

Technical Implementation

1. Stamp Overlay:
   * Use PDF libraries (e.g., PyPDF2 for Python or iText for Java) to add text overlays on PDF documents.
   * For images, use tools like Pillow (Python) or ImageMagick.
2. Audit Logging:
   * Maintain logs in a secure database (e.g., PostgreSQL with audit trails).
3. Integration:
   * Implement document workflows using platforms like DocuSign or build custom solutions in the CRM.

Detailed guide on how to integrate the **document verification and stamping feature** into your custom-built CRM:

### ****1. High-Level Workflow****

1. **Document Upload by Candidate**:
   * Candidates upload documents (e.g., Passport, DBS Certificate) via the CRM interface.
2. **Automated Pre-Checks**:
   * The system runs automated validation (e.g., file type, expiry date).
   * Flags any issues (e.g., missing pages, expired documents).
3. **Recruiter Review**:
   * Recruiters manually verify the document against the original.
   * If verified, they stamp the document as "Verified and Seen Original" with their name and the date.
4. **Final Stamping and Storage**:
   * The stamped document is saved in the candidate's profile.
   * An audit log records the event.

### ****2. Key Features****

#### ****A. Document Upload Module****

* **File Types**:
  + Allow standard formats: PDF, JPEG, PNG.
* **Pre-Validation**:
  + Check for required metadata (e.g., passport expiry).
  + Notify candidates of invalid formats or missing fields.

#### ****B. Automated Validation****

* **OCR Integration**:
  + Extract key information (e.g., name, expiry date) using Optical Character Recognition (OCR) tools like **Tesseract** or **Google Vision API**.
* **Document Consistency Check**:
  + Compare extracted data with CV and application form fields.

#### ****C. Manual Verification Interface for Recruiters****

1. **Dashboard View**:
   * Recruiters see a list of pending documents for verification.
   * Filters by document type, candidate name, or urgency.
2. **Verification Panel**:
   * Recruiters view the uploaded document alongside extracted details.
   * Options:
     + ☐ Approve: Stamps the document as "Verified and Seen Original."
     + ☐ Reject: Prompts the recruiter to provide a reason.

#### ****D. Stamping Feature****

* **Dynamic Stamp Creation**:
  + Generate a visible stamp with:
    - Text: "Verified and Seen Original."
    - Name of the recruiter (autofilled from their CRM profile).
    - Date and time (auto-generated).
  + Add the stamp as a watermark or footer to the document.
* **Tools**:
  + For PDFs: Use libraries like **PyPDF2** (Python) or **iText** (Java).
  + For images: Use **Pillow** (Python) to overlay text.

#### ****E. Audit Trail****

* **Logging**:
  + Record verification details (document type, recruiter, timestamp).
* **Searchable Logs**:
  + Enable recruiters to query logs based on candidate ID or document type.

### ****3. Notifications****

* **Candidate Notifications**:
  + Email or SMS updates for:
    - Document approval:  
      "Your DBS Certificate has been verified as 'Original' on [Date]."
    - Document rejection with reasons.
* **Recruiter Reminders**:
  + Pending document verification tasks.
  + Alerts for documents nearing expiry.

### ****4. Security Considerations****

* **Data Encryption**:
  + Use AES-256 encryption for uploaded documents.
* **Access Control**:
  + Restrict document access to authorized recruiters.
* **Secure Storage**:
  + Store documents in a secure cloud storage solution (e.g., AWS S3, Azure Blob Storage).

### ****5. Technology Stack****

1. **Backend**:
   * Programming Language: Python (Django/Flask), Node.js, or Java (Spring Boot).
   * Database: PostgreSQL/MySQL for storing candidate profiles and audit logs.
2. **Frontend**:
   * Framework: React, Angular, or Vue.js for recruiter interface and candidate portal.
3. **Document Handling**:
   * OCR: Tesseract or Google Vision API.
   * PDF Stamping: PyPDF2 (Python) or iText (Java).
4. **Cloud Services**:
   * Storage: AWS S3 or Azure Blob Storage.
   * Notifications: Twilio (SMS), SendGrid (Email).

### ****6. Implementation Steps****

1. **Design User Interface**:
   * Develop upload and verification pages for candidates and recruiters.
   * Include visual indicators for document status (e.g., Pending, Verified, Rejected).
2. **Develop Backend Logic**:
   * Build APIs for document upload, validation, and stamping.
   * Implement the audit log database schema.
3. **Integrate OCR**:
   * Extract and validate document details automatically.
4. **Add Stamping Functionality**:
   * Overlay verification details on documents.
5. **Test and Deploy**:
   * Test workflows, error handling, and security features.
   * Deploy on a secure cloud platform.

### ****7. Future Enhancements****

* **AI-Powered Document Verification**:
  + Use AI to flag inconsistencies or fake documents.
* **Integration with External Databases**:
  + Verify DBS or professional registration numbers directly with regulatory bodies.
* **Automated Expiry Alerts**:
  + Notify candidates and recruiters when documents near expiry.

Got it! Here's the structured menu list with step-by-step sections for Temporary Workers and Recruiters on the App & Web Portal:

📌 Menu List for Temporary Workers

🟢 Step 1: My Profile

* CV Upload *(Auto-Parsing of Details)*
* Personal Information *(Name, DOB, Contact, NI Number, Address)*
* Emergency Contact Details
* Language Skills

🟢 Step 2: Personal & Employment Details

* Education History *(Degrees, Certifications, Institutions, Years of Study)*
* Employment History & References *(Previous Employers, Dates, Contact Details)*

🟢 Step 3: Skills & Competency Assessment *(Self-Rating & Evidence Uploads)*

* + Add/Edit Competencies
  + Upload Supporting Documents

🟢 Step 4: Bank Details & Payroll Setup *(PAYE/Umbrella/LTD, NI & Tax Info, Upload Bank Statements)*

* + Add/Edit Bank Information
  + Upload Bank Statement

🟢 Step 5: Work Preferences *(Preferred Locations, Shift Availability, Hourly Rate Expectations)*

🟢 Step 6: Compliance Section (Upload Documents & Complete Necessary Checks)

* + View All Uploaded Documents
  + Track Compliance Status

🔹 NHS Pre Employment Checks

* ID and Right to Work (RTW) Checks *(Redirect to 3rd Party Provider if applicable)*
  + Upload Documents
  + Verification Status (Redirect to 3rd Party Provider)
* Professional Registration & Qualifications *(GMC, NMC, HCPC, etc.)*
  + Upload Certificates
  + Automated Checks Status
* Criminal Record (DBS) Details *(Upload DBS & Update Status)*
  + New DBS (Redirect to 3rd Party Provider)
  + Upload DBS Certificate (Update Service)
  + Upload International Police Check (Non-UK Citizens)
* Employment History & Reference Checks *(Verify & Upload Reference Details)*
  + Input Details
  + View Automated Checks Status
* Occupational Health (OH) & Fit to Work (FTW) Checks *(Upload OH Reports & Certificates)*
  + Upload Immunization Records
  + Complete Health Form
* Mandatory Training Compliance *(View Required Training, Upload Certificates, Track Expiry Dates)*
  + Upload Certificates
  + View Expiry Dates
* Indemnity Insurance *(Upload Policy Documents, Monitor Expiry Dates)*
  + Add Policy Details
  + Upload Insurance Documents

🟢 Step 7: Declarations & Compliance Acknowledgements

* Legislative Compliance
  + WTR (Working Time Regulations)
  + AWR (Agency Worker Regulations)
  + IR35 Compliance *(If applicable)*
  + T&Cs & Key Information Document (KID)
  + Visa Condition Adherence *(For Non-UK Nationals)*
  + Appraisal Agreement
* Company Policies & Agreements
  + Confidentiality & GDPR Consent
  + Data Retention Policy
  + Counter-Fraud Measures *(Acknowledgement & Agreement)*
  + Social Media & Code of Conduct Acknowledgement
  + Rehabilitation of Offenders Act Declaration
  + Health & Safety & Equal Opportunities Agreement
  + Tax & NI Deduction Acknowledgement
* Consent Agreements *(For Ongoing Checks & 3rd Party Audits)*
* DBS & RTW Accuracy Confirmation

🟢 Step 8: Interview

* Schedule Interview *(Select Date & Time Slot)*
* Join Video Interview *(If applicable)*

🟢 Step 9: Declarations

* Review All Sections
* Sign all declarations

🟢 Step 9: Final Review & Submission

* Review All Completed Sections
* Submit for Approval

📌 Menu List for Recruiters

🟢 Step 1: Dashboard & Candidate Overview

* Live Application Progress Tracker
* Candidate Pool & Compliance Overview

🟢 Step 2: Candidate Management

* Search and Filter Candidates
* Review CVs and Applications

🟢 Step 3: Candidate Personal & Employment Details Review

* Verify CV & Personal Information
* Validate Employment History & References – Employment dates should match and auto verified.

🟢 Step 4: Assess Skills & Competency

🟢 Step 4: Review Payroll Setup

* + Verify Uploaded Bank Statements ( within Last 3 months)
  + Approve Payment Information

🟢 Step 5: Review Work Preferences

* + Match Candidates to Vacancies
  + Update Shift Availability

🟢 Step 6: Compliance & Document Review

* + View All Uploaded Documents
  + Monitor Overall Compliance
* Right to Work & ID Verification *(Redirect to 3rd Party if applicable)*
  + View Uploaded Documents
  + Redirect for Verification (3rd Party Provider)
* Professional Registration & Qualifications Verification
  + Verify Uploaded Certificates
  + Review Automated Check Results
* Criminal Record (DBS) Review
  + Monitor New DBS Requests (3rd Party Provider)
  + Review Uploaded DBS Certificates
  + Review Update Service subscription
  + Verify International Police Checks
* Employment History & References Validation
  + Review Reference Details and Approve
  + Review Automated Checks Results
* Work Health Assessment & Fit to Work Checks
  + Verify Immunization Records
  + Review Completed Health Forms
* Mandatory Training Compliance Monitoring
  + Verify Uploaded Certificates
  + Monitor Expiry Dates
* Indemnity Insurance Verification

🟢 Step 7: Declarations & Approvals

* Review & Approve Declarations & Agreements
* Verify Compliance Acknowledgements
* Ensure IR35 & Tax Compliance *(If applicable)*

🟢 Step 8: Interview Management

* Schedule & Conduct Video Interviews
* Conduct and Document Interview Feedback
* Approve or Reject Candidates Post-Interview

🟢 Step 9: Declarations and Approvals

* + Review Signed Declarations
  + Approve or Reject Applications

🟢 Step 10: Reports & Analytics

* Generate Compliance & Audit Reports
* Monitor Candidate Performance & Appraisals
* Track Recruitment Metrics & Hiring Trends

Menu **list for the post-onboarding phase** for **Temporary Workers** and **Recruiters**, incorporating the mentioned categories:

### ****Menu List for Temporary Worker (Post-Onboarding)****

1. **Availability**
   * Set Weekly or Monthly Availability
   * Update Real-Time Availability
   * View Scheduled Shifts
2. **Shift Management**
   * **Pick Shifts**
     + Search Shifts Based on Availability
     + Apply for Open Shifts
     + View Shift Details (Time, Location, Pay Rate, etc.)
   * **My Shifts**
     + View Accepted Shifts
     + Check Upcoming Shifts
     + Cancel Shifts (Subject to Policy)
3. **Timesheets**
   * Submit Timesheets for Completed Shifts
   * Track Timesheet Approvals
   * View Timesheet History
4. **Payments**
   * View Payment History
   * Check Pending Payments
   * Download Pay Slips
   * Update Bank Details
5. **Communications**
   * Receive Shift Confirmations and Updates
   * Message Recruiters or Hospital Contacts
   * Access Notifications (Shift Changes, Alerts, Compliance Reminders)
6. **Ongoing Compliance**
   * Monitor Expiry Dates for Compliance Documents
   * Upload Renewed Documents (DBS, Indemnity, Training Certificates, etc.)
   * Receive Compliance Reminders
7. **Feedback and Ratings**
   * Submit Feedback for Completed Shifts
   * View Ratings from Hospital Clients
8. **Reports and Analytics**
   * View Work History (Hours Worked, Shifts Covered)
   * Track Earnings and Payments
   * Analyze Shift Patterns
9. **Referral and Rewards** 
   * Track Referral Bonus
   * Track Rewards
10. Appraisal and Performance Reviews
    * Self-Appraisals: Fill Out Periodic Self-Assessment Forms.
    * Performance Feedback: View Feedback from Recruiters and Clients.
    * Goals and Development Plans: Track Assigned Goals and Progress.
    * Review History: Access Past Appraisal Records.

### ****Menu List for Recruiter (Post-Onboarding)****

1. **Availability Management**
   * View Worker Availability
   * Match Candidates with Open Shifts
   * Track Availability Updates
2. **Shift Management**
   * **Shifts to Cover**
     + Post New Shifts
     + Assign Shifts to Workers
     + View Pending Shift Applications
   * **Shifts Covered**
     + Monitor Shift Fulfillment
     + Address Last-Minute Cancellations
3. **Timesheets and Approvals**
   * Review Submitted Timesheets
   * Approve or Reject Timesheets
   * Track Timesheet Status
4. **Payments**
   * Process Worker Payments
   * Monitor Payment Disputes or Delays
   * Generate Payroll Reports
5. **Communications**
   * Notify Workers of Shift Changes
   * Respond to Worker Queries
   * Send Bulk Messages or Alerts
6. **Ongoing Compliance**
   * Track Worker Compliance Status
   * Send Notifications for Expiring Documents
   * Review and Approve Renewed Compliance Documents
7. **Feedback and Performance**
   * Collect Feedback from Hospital Clients
   * Review Worker Performance Reports
   * Address Client or Worker Complaints
8. **Reports and Analytics**
   * Generate Shift Fulfillment Reports
   * Monitor Timesheets and Payments Metrics
   * Analyze Worker Performance and Availability Trends
9. **Hospital Client Management**
   * Maintain Hospital-Specific Requirements
   * Track Client Feedback and Satisfaction
   * Communicate Directly with Hospital Representatives
10. **Worker Management**
    * View Worker Profiles and Status
    * Monitor Worker Performance
    * Remove Non-Compliant Workers
11. Appraisal and Performance Reviews
    * Performance Monitoring: Track Worker Performance Ratings.
    * Appraisal Scheduling: Set Up Regular Appraisal Sessions.
    * Feedback Consolidation: Collect and Review Feedback from Clients and Supervisors.
    * Recommendations: Suggest Training or Development Opportunities Based on Appraisals.
    * Reports: Generate Appraisal Summary Reports.

#### ****Onboarding Completion – Temporary Workers****

1. **Profile Dashboard**
   * View Verified Status
   * Check Pending Actions
2. **Compliance Tracker**
   * Monitor Pending Document Renewals
   * Receive Notifications

Onboarding Stage

1. Interview and Assessment
2. Welcome Kit
3. Final Compliance Checks
4. Work Preferences Setup
5. Shift Preferences and Availability
6. Role Assignment
7. Platform Orientation (Guided Tour)

#### ****Onboarding Completion - Recruiters****

1. **Worker Compliance Dashboard**
   * Monitor Worker Compliance Status
   * Notify Workers of Pending Actions
2. **Worker Profiles**
   * Access Complete Worker Information

**Pre-Onboarding menu**, now including **Appraisal and Performance Reviews** for both **Temporary Workers** and **Recruiters**:

### ****Temporary Worker Menu: Pre-Onboarding****

1. **Register/Sign Up**
2. **Personal Information**
3. **Pre-Employment Checks**
   * **ID and RTW**: Upload documents and redirect to 3rd-party provider for verification.
   * **Professional Registration and Qualifications**: Upload certificates; automated checks.
   * **Criminal Record**:
     + New DBS: Redirect to 3rd-party provider to complete the form.
     + Update Service: Upload DBS certificate; automated checks.
     + International Police Checks: Upload documents.
   * **Employment History and References**: Provide details; automated verification.
   * **Work Health Assessments**: Upload immunization records and fill forms; automated checks.
4. **Competency and Skills**: Provide relevant skills and certifications.
5. **Mandatory Training**: Upload training certificates.
6. **Indemnity Insurance**: Upload insurance details or request assistance in arranging coverage.
7. **Work Preferences**: Specify preferred shifts, locations, and roles.
8. **Bank Details**: Enter details and upload a bank statement.
9. **Compliance and Document Uploads**: View all uploaded documents in one place.
10. **Interview Scheduling**: Attend or schedule the interview.
11. **Declarations**: Complete and sign all required declarations.
12. **Final Review and Submission**: Review all details and submit the application.

### ****Recruiter Menu: Pre-Onboarding****

1. **Worker Registration Management**: Track and manage candidate registrations.
2. **Document Verification**: Verify uploaded documents (e.g., ID, work eligibility).
3. **Pre-Employment Checks Oversight**:
   * Monitor worker progress on ID, RTW, Professional Registration, and Criminal Record checks.
   * Manage reference requests and health assessments.
4. **Competency and Skills Assessment**: Evaluate worker-provided information.
5. **Mandatory Training Compliance**: Confirm training certification uploads.
6. **Indemnity Insurance Verification**: Ensure workers have valid insurance.
7. **Work Preferences Overview**: Align worker preferences with client requirements.
8. **Interview Scheduling and Feedback**: Organize interviews and gather feedback.
9. **Declarations Completion Tracking**: Ensure all required declarations are signed.
10. **Final Review and Approval**: Approve or request changes to the worker's preboarding application.

### ****Appraisal and Performance Reviews (Pre-Onboarding)****

#### ****Temporary Worker****

* **Pre-Onboarding Self-Assessment**: Fill out a basic self-assessment to highlight strengths and career goals.
* **Recruiter Feedback**: View feedback or suggestions for improvement before completing onboarding.

#### ****Recruiter****

* **Pre-Onboarding Appraisal Input**: Provide initial feedback on the worker’s suitability for specific roles based on preboarding data.
* **Recommendations for Development**: Suggest training or improvements to align the worker’s profile with client expectations.

Structured **dashboard layout** for both **Temporary Workers** and **Recruiters** post-login, tailored to their respective roles and workflow needs:

### ****Dashboard for Temporary Workers****

#### ****1. Overview (At-a-Glance)****

* **Profile Progress**: Visual tracker for profile completion (e.g., 80% complete).
* **Next Steps**: Highlight pending actions (e.g., "Upload DBS Certificate").
* **Current Status**:
  + Pre-Onboarding (Pending Steps)
  + Onboarding (In Progress/Completed)
  + Working (Active or Available).

#### ****2. Notifications & Alerts****

* Upcoming shifts or training deadlines.
* Documents about to expire (e.g., DBS, indemnity insurance).
* New messages from recruiters or shift managers.

#### ****3. Key Menu Options****

* **My Profile**:
  + View/edit personal details.
  + Manage uploaded documents.
  + Update work preferences.
* **Availability**:
  + Set availability for the week/month.
  + View calendar for booked and open shifts.
* **Shifts**:
  + View upcoming shifts.
  + Pick shifts based on availability.
  + Filter shifts by location, specialty, or pay rate.
* **Timesheets**:
  + Submit timesheets for completed shifts.
  + Track approval status.
* **Payments**:
  + View payment history.
  + Download payslips.
* **Compliance Center**:
  + Monitor expiring documents and mandatory training.
  + Upload new compliance documents.
* **Feedback and Performance**:
  + View appraisal ratings from hospitals or recruiters.
  + Submit feedback on completed shifts.
* **Help Center**:
  + Access FAQs or submit support tickets.

### ****Dashboard for Recruiters****

#### ****1. Overview (At-a-Glance)****

* **Candidate Pipeline**:
  + Number of workers at each stage (e.g., Pre-Onboarding: 10, Onboarding: 5, Working: 15).
* **Shift Overview**:
  + Total shifts: Covered/Uncovered.
  + Urgent roles requiring action.
* **Compliance Alerts**:
  + Workers with expiring documents or training.
* **Performance Metrics**:
  + Worker feedback ratings.
  + Timesheets pending approval.

#### ****2. Notifications & Alerts****

* Candidate updates (e.g., "John Doe completed onboarding").
* Timesheet submission or queries.
* Client communications or requests.

#### ****3. Key Menu Options****

* **Candidate Management**:
  + View and manage worker profiles.
  + Track onboarding progress for individual workers.
* **Shift Management**:
  + View available and booked shifts.
  + Assign shifts to workers.
  + Communicate shift changes or updates.
* **Compliance Center**:
  + Monitor document and training compliance for all workers.
  + Send reminders for expiring certificates.
* **Timesheets**:
  + Approve or reject submitted timesheets.
  + Track payment processing.
* **Payments and Billing**:
  + View billing status for hospitals.
  + Generate or view invoices.
* **Performance Reviews**:
  + Track feedback and ratings for workers.
  + View client satisfaction reports.
* **Reports and Analytics**:
  + Generate reports on worker performance, shift coverage, and compliance trends.
* **Client Management**:
  + View client profiles and shift requirements.
  + Communicate directly with hospitals.
* **Help Center**:
  + Access recruiter-specific FAQs or submit support tickets.

### ****Cross-Role Features****

Both Temporary Workers and Recruiters should have access to:

* **Messaging Center**: For direct communication between workers, recruiters, and hospitals.
* **Appraisal and Feedback Center**: Centralized area for tracking performance evaluations and feedback.
* **Settings**: Manage account preferences, security settings (e.g., 2FA), and data privacy options.

Key headings for the dashboard:

For Temporary Workers

1. Overview
2. Notifications & Alerts
3. My Profile
4. Availability
5. Shifts
6. Timesheets
7. Payments
8. Compliance Center
9. Feedback and Performance
10. Help Center
11. Rewards

For Recruiters

1. Overview
2. Notifications & Alerts
3. Candidate Pipeline
4. Shift Management
5. Compliance Center
6. Timesheets
7. Payments and Billing
8. Performance Reviews
9. Reports and Analytics
10. Client Management
11. Help Center