



# MYNURSES STAFFING

Studio 210  
 134-146 Curtain Road,  
 EC2A 3AR London  
**Mobile: 07505454565**  
**Tel: No. 07765880516**  
**Email:**  
[admin@mynurses.co.uk](mailto:admin@mynurses.co.uk)

## JOB APPLICATION FORM

Please read the attached Terms & Conditions of Membership before completing this form.  
 Please complete this form in **CAPITAL LETTERS**, use additional sheets if necessary.

<b>1. PERSONAL DETAILS</b>		
<b>Title:</b>	<b>First Name:</b>	<b>Middle Name:</b>
<b>Surname:</b>		
<b>Post Applied For:</b>		<b>For Professional Nursing Applicants</b>
<b>Applicant Source:</b>		<b>Registered as.</b>
<b>Date Of Birth:</b>		<b>PIN No.</b>
		<b>Expiry Date:</b>
<b>Are you eligible to work in the United Kingdom?</b> Yes      No		<b>Visa Status</b>
<b>National Insurance No.</b>		<b>If other, please Specify.</b>
<b>Home Address:</b>		
		<b>Post Code:</b>
<b>Home Tel:</b>	<b>Mobile Tel:</b>	
<b>Other Tel:</b>		
<b>Email Address:</b>		



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### 2. NEXT OF KIN:

<b>Full Name:</b>	<b>Relationship:</b>
<b>Home Address:</b>	<b>Post Code:</b>
<b>Home Tel:</b>	<b>Mobile Tel:</b>
<b>Other Tel:</b>	
<b>Email Address:</b>	

### 3. DRIVING RECORD

Do you hold a current driving licence? Yes No **Type:**  
Other

Are you a Car Owner? **Driving Licence valid from:** to

**Details of current endorsements:**



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### 4. EDUCATIONAL QUALIFICATION (Use additional sheet if necessary)

DATES		Name of School/College/University	Qualification Attained	Grade
FROM	TO			

### 5. PROFESSIONAL QUALIFICATIONS (Use additional sheet if necessary)

DATES		Name of Institute	Qualification Attained	Grade
FROM	TO			

### 6. PERSONAL INFORMATION

(In the space provided below, please tell us why you think you are a suitable candidate – Use additional sheet if necessary)





## JOB APPLICATION FORM

### 9. ASYLUM AND IMMIGRATION ACT 1996

You will be asked to produce one of the following documents specified by the Act to establish your eligibility to work.  
**Any offer of employment will be limited by, and subject to your continued eligibility to work in the UK.**

### 10. HEALTH SCREENING

If you are offered a job, you will be asked to fill in pre-employment health screening questionnaire, which will be assessed by Occupational Health.

**Any offer of employment will be subject to a satisfactory report from Occupational Health**

### 11. CRIMINAL RECORDS

Jobs with **Mynurses** may involve working with frail or vulnerable people; so all posts are exempt from the Rehabilitation of Offenders Act 1974. If you are successful in your application, we will then seek an 'Enhanced Disclosure' from the Criminal Records Bureau. If you have a criminal record, it may not necessarily bar you from employment with **Mynurses**. Our policy on this matter and the CRB Code of practice is available upon request.

**Any offer of employment will be subject to a successful criminal records check.**

#### Declaration of offenders Act 1974

You are not entitled to withhold information regarded as "spent" under the act. This is due to the nature of work of the post which may be exempt from sec.4(2).

Any information which you give will be treated in strict confidence and in accordance with the data protection Act, which Mynurses adheres and complies with.

- Have you ever been convicted of a criminal offence?    Yes                      No

#### NOTE.

If "YES", please provide details of all convictions and cautions, including those considered "spent"

- (To protect the confidentiality of this information, please detail convictions on a separate sheet of paper. Place it in a sealed envelope with your name clearly visible, and headed "Private and Confidential - Criminal Convictions" and attach this to your completed Application Form)

### 12. DECLARATION BY APPLICANT

I confirm that the information in this application is true and accurate to the best of my knowledge and belief.

I understand that any false information may result in the rejection of my application or, in the event of employment, dismissal or disciplinary action by **Mynurses Staffing**.

Signed

Date



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### HEALTH QUESTIONNAIRE

This questionnaire asks for information of a personal nature. It is necessary to establish your 'health status' as there are aspects of the work which requires us to make risk assessments in order to protect our employees and our clients. All information given will be held in strict confidence.

Position Applied for:

Location:

Have you ever suffered from	Yes	No	If 'Yes', Please provide details
Epilepsy			
Fits, fainting attacks, or dizziness			
Stomach problems			
Frequent vomiting or diarrhoea			
Chronic or recurrent cough			
Varicose veins			
Rupture / Hernia			
Serious Injury			
Rheumatism / arthritis			
Skin problems (e.g. dermatitis, eczema, or psoriasis)			
Back problems			
Hearing / ear problems			
Chest problems			
Diabetes			
Eye / sight problems			
Kidney or bladder problems			
Nervous problems			
Mental illness			
Heart problems			
Abnormal blood pressure			
Persistent headaches			
Jaundice			
Dysentery or typhoid			
Blood borne virus (i.e. hepatitis. /HIV)			
Asthma, bronchitis, or TB			



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**VACCINATION - Have you been vaccinated against the following (proof of immunisations must be provided):**

German Measles (Rubella)	Yes	No		Tuberculosis (BCG)	Yes	No
	Date:				Date:	
Hepatitis B	Yes	No		Tetanus	Yes	No
	Date:				Date:	
Polio	Yes	No		<b>Other:</b>		
	Date:				Date:	

**Note:** I certify that the above information is correct and hereby give permission for a further report to be requested from my GP for clarification if required.

<b>Applicant Signature:</b>		<b>Date:</b>
<b>Doctor Name:</b>		
<b>Telephone number:</b>		
<b>Address:</b>		
<b>Post Code:</b>		

## EQUAL OPPORTUNITES MONITORING





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### THIS IS AN IMPORTANT DOCUMENT PLEASE SIGN AND RETURN ONE COPY TO MYNURSES

The terms and conditions set out below (the "Conditions of Membership") shall govern the relationship between Mynurses and you during any period in which you are providing your services to Mynurses. There is no contractual relationship between us outside of these periods. It is a condition of Membership that you read and fully understand these conditions. We will be pleased to clarify any points you do not understand.

#### 1. The Role of Mynurses

Mynurses is licensed in accordance with the Nurses' Agencies Act, 1957 the Nurses' Act, 1951: the Nurses' Agencies Regulations, 1961; and any statutory modifications or re-enactments thereof. Mynurses will offer work to its Members within the Healthcare and Nursing Industry when work is available. There is no obligation to offer any level of work to you or any obligation upon you to accept work.

#### 2. Assignments

Mynurses makes every effort to find Members work in the Healthcare and Nursing but will make no guarantee that we shall always be able to do this. Temporary work assignments are made in accordance with the terms of this Agreement and the terms of Business (copies of which are available upon request) Members must keep any appointments or arrangements that are made for them. Members who are unable to report for duty for any reason whatsoever must telephone Mynurses Manager immediately so that every effort can be made to find a replacement under no circumstances may any person who is not a Member of Mynurses be introduced to a case.

#### 3. Payment

Mynurses makes payments to Members in advance of fees earned by them, and Members irrevocably appoint Mynurses to collect and recover fees, expenses, charges and extras in the name of Mynurses. Members will be paid regardless of Mynurses receiving payment from the client. All monies due to Mynurses will be deducted from the monies received from the client. All assignments must be booked through Mynurses. The payment rates are subject to change as negotiated with clients. Mynurses will not pay below the government minimum rate of £6.08.

#### 4. Fees and Expenses

Payment in advance of fees earned by Members is made weekly by Bankers Automated Clearing Services (BACS), accompanied by a full statement. An appropriate deduction will be made in respect of Professional Negligence Indemnity Insurance (see clause 23 below) Accounts prepared by Mynurses on behalf of Members are usually submitted weekly.

#### 5. Timesheets

Fully completed and signed timesheets must be submitted to the payroll branch weekly, to arrive no later than Monday noon, in order for payment to be made promptly. Failure to submit a completed timesheet may result in payment being delayed. To fulfil our record keeping obligations, hours worked will continue to be monitored on a timesheet basis. All timesheets must be completed correctly.

#### 6. Members Employment Status

Members are self-employed in all cases ) Members may be deemed employees for the purpose of PAYE and Class One National Insurance Contributions only In appropriate cases, PAYE tax deductions will be made from Members' fees and National Insurance Contributions will be collected by Mynurses. Because Members' "contracts" exist only for the period of each duty, Mynurses does not usually pay statutory sick pay. Members should make enquiries to their local DSS office with regard to sickness benefit. Members who are under Umbrella Companies and Limited Companies are not eligible for holiday pay or benefits from Mynurses due to that they are no PAYE deductions, Class one and two National Insurance Contributions.

#### 7. Standards of Conduct

Members of Mynurses must at all times maintain the highest professional standards and comply with Mynurses policies and procedures. Members are also required to adhere to the policies, procedures and requirements of the client and workplace and comply with the codes of conduct of any professional organisation to which they belong.

#### 8. Uniform

Members will be required to purchase a Mynurses uniform for £15.00 and are obliged to wear the uniform at all times. The only exceptions to this condition are (a) where the Client provides their own uniform, or (b) where the Client does not wish one to be worn. Members will be able to return their unworn uniform to any of the Mynurses branch and a refund will be made via the same method of payment.

#### 9. Changes to Personal Details

The Member's Mynurses branch must be notified immediately in writing of changes of address, telephone number or bank details. Failure to notify such changes may result in non-receipt of statement of fees and other correspondence loss of assignments, or incorrect or non-payment of fees.

#### 10. Incomplete Assignments

Members wishing to leave an assignment before its completion must inform their Mynurses branch immediately and give at least one week's notice to the client.



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### 11. Termination of Membership

Members may terminate their Membership of Mynurses at any time and one weeks' notice must be given if an assignment is in progress and likewise Mynurses may terminate Membership of the Temporary Worker at any time and one weeks' notice will be given if an assignment is progress. If a Member wishes to take up any appointment with a client introduced by Mynurses within 6 months of the termination of Membership, the Member must notify their Mynurses branch in writing, as a fee will be due from the client. Failure to inform Mynurses will jeopardise future work opportunities or result in termination of Membership.

### 12. Client Care/Reports

Changes in patients' mental and physical condition should be reported to the appropriate person Detailed records must be kept in accordance with both Client and agency requirements, as required by the Mynurses Branch Manager.

### 13. On-Call

For the purposes of the Working Time Regulations, time spent "on-call" whilst not working will not count towards a member's working time unless and until the Member is called to work

### 14. Time Off

Members who wish to have time off from an assignment other than, as paid holiday must give Mynurses at least one week's notice to find a suitable replacement for the period of absence.

### 15. Paid Holiday

The Working Time Regulations provide that Members who work for 12 consecutive weeks (the qualifying period) will, from 1 October 2011 begin to accrue a right to paid holiday on a pro-rata basis equivalent to full time employment of 5.6 weeks per year. This right is broken should you cease to work continuously. However Mynurses has decided to offer greater benefits to you by giving you the entitlement to accrue 12.07% of the total hours worked in any given week. If you have a period of 6 months or more without undertaking any assignments you will need to re-work the qualifying period to accrue more hours. Mynurses holiday year commences from 1 April and runs through to the 30th of March. The purpose of the entitlement to paid holiday is to ensure that you take time off work, Mynurses therefore recommends that you do not work during your holiday period.

### 16. Working Hours

In compliance with the implementation of the Working Time Regulations, Mynurses recommends that working time (including any time that you personally provide your services to anyone else) should not exceed 48 hours per week (average over a period of 17 weeks). However, should you wish to waive this right, please indicate this preference by ticking Yes/No in the box provided below Members can withdraw the option to work in excess of 48 hours per week at any time by providing 3 months written notice to Mynurses. Working Time shall include only the period of attendance at each individual assignment through Mynurses. It shall not include travelling time unless specifically agreed in advance by the Mynurses Manager.

### 17. Daily Rest Period

All members should be provided with the opportunity to take 20 minutes unpaid break during assignments of 6 hours duration or more. It is the responsibility of the Member to ensure this is taken in the course of work. Members are entitled to take 11 hours of consecutive rest per day. In circumstances in which flexible practice is required such as home care, sleepovers, hospitals, residential homes, prisons. etc., and there is no opportunity to take rest breaks, this is permitted providing an equivalent break or compensatory rest period is agreed at the convenience of the Member and Client. However, where an agreement has been reached by collective means within the established workforce, Members will be bound by that agreement in relation to working hours. This will not entitle Members to any other benefits or provisions under such collective agreements. Members are not entitled to receive pay during any rest breaks.

### 18. Shift Workers

Members are entitled to 11 hours of daily consecutive rest, but this does not apply in relation to shift workers who cannot take a daily rest period between the end of one shift and the start of the next one. In these circumstances, clause 17 relating to rest period applies and an equivalent break of compensatory rest period must be agreed at the convenience of Member and Client and agreed weekly hours must not be exceed.

### 19. Night Shifts

Members have the opportunity to undergo a health assessment prior to night duty assignments for which they will not be charged. (This can be arranged through their local branch.) Night duty hours must not exceed 8 hours in 24 hours, and this is averaged over a standard period of 17 weeks. (In certain circumstances in which flexible practice is required, clause 17 relating to rest periods applies, and individual agreements between the Member and Mynurses branch management must be reached if night hours are to exceed this limit. In these circumstances, an equivalent break of compensatory rest period is agreed at the convenience of the Member and Client.)



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### 20. Members' Health

Membership of Mynurses is conditional upon true statement of the details of a Member's mental and physical health as set out in the application form, and upon the understanding that a Member must be in a state of good health when reporting for each and every duty. Failure to provide all accurate declaration of health or to update the local Mynurses branch of any change could jeopardise Mynurses Membership.

### 21. Health and Safety

Members, as self-employed persons, determine their working hours through accepting or refusing assignments offered. Members are individually responsible for ensuring their chosen working hours (including all work other than through Mynurses are compatible with their own health and safety at work and that of patients, clients and colleagues. As self-employed persons, Members have a personal responsibility to regard health and safety policies and fully co-operate with those in charge of the workplace. Members are required to assess for any risks in the workplace and maintain a safe environment both for themselves, other staff and Clients. Often, this will involve working to established health and safety practices, but private householders are unlikely to have such a detailed knowledge, so particular care is required when providing home care services. Members are also requested to report any communicable diseases to the Branch Manager, even following termination of contract. This enables Mynurses to fulfil the obligation under RIDDOR (reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) to protect both Client and staff health and safety, whilst maintaining optimum confidentiality to all Members.

### 22. Negligence

If a Member is removed from an assignment or a complaint for misconduct or professional negligence is received, Mynurses reserves the right to withhold payment in advance of fees earned by the Member

### 23. Professional Negligence Indemnity Insurance

Mynurses has a Professional Negligence Indemnity Scheme. Membership of the scheme is compulsory and a charge of £1.00 per payslip is automatically deducted from Members' fees. Under the terms of the scheme, each member is covered for negligence claims arising out of any work assignment arranged through Mynurses to a maximum of £4,000,000. A copy of the certificate confirming the Professional Negligence Insurance Policy is available for inspection at any Mynurses branch.

### 24. Identification

Members must carry their NMC PIN card and wear a Mynurses Nursing ID. Badge at all times whilst on duty, or whilst on the Client's premises, going to, or coming off, an assignment. Members will be issued with 2 ID Badges and will be charged a £5.00 penalty fee to replace a lost ID Badge.

### 25. Data Protection

Mynurses holds information on Members' racial or ethnic origin, religious beliefs, and health and criminal records. This sensitive information is held for monitoring purposes only. However, Mynurses may use other, non-sensitive information supplied by you to occasionally send, or arrange to send, information which we believe will be of interest to Members. If you do not wish us to pass on this non-sensitive information about you, please mark the relevant box below.

**Please tick 1 box only for each question**

- |                        |   |
|------------------------|---|
| <b>Working hours</b>   | Yes, I may wish to work more than 48 hours per week.  |
|                        | No, I do not wish to work more than 48 hours per week.  |
| <b>Data Protection</b> | Yes, I would like to receive correspondence from Mynurses and agree to non-sensitive information about me being used for this purpose.        |
|                        | No, I do not wish to receive correspondence from Mynurses and do not agree to non-sensitive Information about me being used for this purpose. |

***If you have any queries concerning these conditions, please contact your local Mynurses Branch for further explanation. No variation or alteration to these conditions shall be valid unless confirmed in writing by a Director of Mynurses.***

***Should you have any specific comments, a copy of our comments and complaint procedure is available from Mynurses Registered.***



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### CHECKLIST OF DOCUMENTS REQUIRED

After completing the form, please email the below documents to: [admin@mynurses.co.uk](mailto:admin@mynurses.co.uk)

1. Send your detailed CV/work history
2. NI number (on letter, card or pay slip)
3. Right to work/ work permit/BRP card, British passport (please ensure it is a clear photograph showing front, back, all edges and all the information)
4. DBS front and back (clear pictures showing all 4 corners, must be on update service or within a year)
5. Selfie/passport size color picture
6. 2× written/completed references (one professional & one character)
7. Evidence of covid-19 test
8. Proof of address (water, gas, electric, council bill or bank statement must current within 3 months)
9. Screenshot of Share code on [www.gov.uk/prove-right-to-work](http://www.gov.uk/prove-right-to-work)
10. Another form of ID besides your BRP card/work permit (valid passport, driving/provisional driving licence)



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11. **Up to date Training Certificates of the following: CARE TRAINING CERTIFICATE in addition to the care training certificate:**

### **1 YEARLY REFRESHERS**

- Moving and Handling
- Medication Management
- Basic Life Support
- Safeguarding Adults
- Safeguarding Children
- Fire Safety
- Positive Behaviour Support & Non-Restrictive Practices

### **3 YEARLY REFRESHERS**

- Mental Capacity & Liberty Safeguards
- Oliver McGowan Learning Disability and Autism Training (Tier 1 and 2)
- Information Governance
- Infection Prevention & Control
- Health and Safety Awareness
- Food Hygiene
- Nutrition and Hydration
- Communication
- Dignity
- Equality and Diversity
- Dementia Awareness
- Oral Health
- Person Centred Care
- Catheter Care
- Pressure Area Care
- First aid at work (including CPR)
- Infection control
- Dementia
- Care planning, Risk assessment
- Epilepsy
- Wound care/ Pressure Ulcer Awareness
- PMVA training certificate (if accepting YP package)

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**For more information, please reach us through our,**

**Email Address: [admin@mynurses.co.uk](mailto:admin@mynurses.co.uk)**

**Direct Call Line: 07505454565**

**WhatsApp Calls/Messages: 07494064237**