

Agency Worker approval & booking form

Type of worker required		Numbers required	
Start date		End date	
Is this assignment likely to last longer than 12 weeks?		Yes <input type="checkbox"/>	No <input type="checkbox"/> Not sure <input type="checkbox"/>
Reason for use* <i>MANDATORY REQUIREMENT</i>	Holiday / Sickness cover	<input type="checkbox"/>	Ad hoc <input type="checkbox"/>
	Project Work	<input type="checkbox"/>	Increase in workload <input type="checkbox"/>
	Long Term sickness	<input type="checkbox"/>	Unable to recruit permanently <input type="checkbox"/>
	Other, please state		
Department		Business Unit	
Hours of work		Overtime	
Regular place of work or main location			
Report to		Time	
Essential qualification or licences required			
Enhanced Disclosure clearance	Yes <input type="checkbox"/> No <input type="checkbox"/>	The Agency Worker will not be able to commence the assignment until the check has been received by Torbay Council and confirmed as satisfactory.	
Standard Disclosure clearance	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Basic Disclosure clearance	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Any PPE required			
Pay Rate		Bill Rate	
Ordered by & invoicing address			Job Title
			Tel no.
			Date
Approved by			Job Title
			Date
Mandatory Information – the agency will not accept your booking without the following:			
Establishment Control Approval Number		FIMS PO No;	Cost Centre
IR35 Check confirmed and enclosed	Yes <input type="checkbox"/> No <input type="checkbox"/>		Date of check
Fluency Duty applicable	Yes <input type="checkbox"/> No <input type="checkbox"/>		Date of check
Approved by Human Resources			Job Title
			Date

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Once complete, and authorised by Departmental Manager and Human Resources (signatures required on booking form please), please scan or email this to the agency you are placing the booking with. This will provide the agency with all the details they require and confirm that the booking has been duly authorised in line with Establishment Control guidelines.

Agency name		Contact	
Agency Workers name			
DBS disclosure details			

Note:

Pay & Bill Rates

Pay rates for agency workers should be at the minimum SCP for the JE grade for the post. If a manager is not sure what the pay rate should be, please contact Human Resources, Recruitment@Torbay.gov.uk