

## Personal Details COMPLETE FORM IN BLOCK CAPITALS

Title	Forename(s)					
Surname				Date of birth		
Current address						
<i>i</i> Your name and address should be printed in full as it appears on your GMC registration and passport						Postcode
Home telephone number			Mobile telephone number			
Email			Work telephone number			
Current grade			Current specialty			
Gender	Male	Female	NI number	GMC number		
Licence to practise	Yes	No	Are you on the specialist register?		Yes	No
Next of kin			Relationship			
Contact telephone number			Email			
Grade of position sought			Specialty of position sought			
Full time	Part time	Locum	Permanent	UK	Overseas	

## Right to Work in the UK

UK National	EU Citizen	Spouse of EU Citizen	Right of Abode in the UK		
Admitted into the UK as a doctor prior to 1 April 1985			Indefinite leave to remain		
Other (please specify)			Nationality		
Tier 1 Visa	Expiry	Tier 2 Visa	Expiry	Tier 4 Visa	Expiry

## Revalidation

Revalidation date	Name of Designated Body				
Responsible Officer	Responsible Officer GMC number				
APPRAISAL	Date of last appraisal		Date of next appraisal		
Where did your appraisal take place?					
Name of appraiser					
Appraisers position			Email		
Appraisers GMC no			Telephone		

SIGNATURE

DATE

## Professional Qualifications

Qualification	Date of qualification	Country
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Do you hold Section 12/22 Mental Health Act 1983 approval?

Section 12   Yes      No                      Section 22   Yes      No

## Professional Indemnity

Defence body

Policy number

Renewal date

I do not hold Professional Indemnity Insurance

 We strongly recommend you have professional indemnity insurance in place

## Referees

REFEREE ONE      Name

Hospital

Position

Email

Telephone

Employed      From                      To

Contact immediately      Yes      No

REFEREE TWO      Name

Hospital


Position

Email

Telephone

Employed      From                      To

Contact immediately      Yes      No

 You should provide the details of two professional referees from your two most recent engagements. References should be from your line managers and support the grade and specialty you want to work at

## Bank Details

Bank or building society

 Provide details of your bank account for salary payment

Account holder name

Account number

Address

Sort code

## Mandatory Training Record: confirm the training you have completed

**i** You will be required to undertake any training not completed

Course	Completed		Date
Basic Life Support	Yes	No	
Advanced Life Support	Yes	No	
Complaints Handling	Yes	No	
Manual Handling (including practical element)	Yes	No	
Fire Safety (including practical element)	Yes	No	
Health and Safety at Work (including First Aid Awareness and Falls Prevention)	Yes	No	
COSHH	Yes	No	
Countering Fraud, Bribery and Corruption in the NHS	Yes	No	
RIDDOR	Yes	No	
Equality, Diversity and Inclusion	Yes	No	
SOCA - Level 2 or 3 (Safeguarding of Children)	Yes	No	
SOVA - Level 2 or 3 (Safeguarding of Vulnerable Adults)	Yes	No	
Lone Worker Training	Yes	No	
Handling of Violence and Aggression and Conflict Resolution	Yes	No	
Infection Prevention and Control (including MRSA and Clostridium Difficile)	Yes	No	
Information Governance (including Record Keeping, Data Protection and Caldicott Protocols)	Yes	No	
Mental Capacity Act 2005	Yes	No	
Mental Health Act 2007	Yes	No	
Preventing Radicalisation	Yes	No	
Physical Restraint Skills and Techniques including Personal Safety	Yes	No	
Handling Medication and Avoiding Drug Errors – Level 2	Yes	No	

## Criminal Convictions

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Applicants for posts in the NHS and provision of health services are exempt under the Rehabilitation of Offenders Act 1974. You are therefore required to declare any previous or pending prosecutions or convictions, including those considered 'spent' under this Act and as set out in the filtering rules introduced in May 2013 for criminal record checks certificates.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website (<https://www.gov.uk/government/organisations/disclosure-and-barring-service>)

Subject to the filtering rules for criminal record checks have you been convicted of a criminal offence, been bound over or cautioned or are currently the subject of any police investigations, which might lead to a conviction, an order binding you over, or a cautioning, in the UK or any other country? Yes      No

If **Yes**, provide details below of the criminal offence, order binding you over or caution or details of any current proceedings which might lead to a conviction, including approximate date, the offence, and the authority and country which dealt with the offence (subject to the filtering rules).

## Fitness to Practise

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To the best of your knowledge have you, in the last five years, been, or are currently, subject to any fitness to practise proceedings by an appropriate licensing or regulatory body in the UK or any other country? Yes      No

If **Yes**, provide details below of the nature of proceedings undertaken, or contemplated, including approximate date of proceedings, country where proceedings were undertaken and the name and address of the licensing or regulatory body concerned.

## Enhanced DBS Check/ PVG Disclosure Scotland/AccessNI Disclosure

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I understand Templars Medical will undertake an Enhanced DBS check/PVG Disclosure Scotland/AccessNI Disclosure as mandatory for all healthcare professionals before I am confirmed for a work assignment. I understand I will need to inform Templars Medical if I am subject to any kind of investigation or prosecution by the police after my Enhanced DBS check/ PVG Disclosure Scotland/AccessNI Disclosure was carried out. I understand Templars Medical will disclose the details of my Enhanced DBS check/ PVG Disclosure Scotland/AccessNI Disclosure to their clients if required.

SIGNATURE

DATE

## Working Time Regulations

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The Working Time Regulations 1998 provide that your average weekly working time must not exceed 48 hours unless you agree in writing this limit shall not apply.

I agree the weekly working time limit of 48 hours shall not apply to me Yes      No

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You may end this agreement by providing Templars Medical two weeks notice in writing. For the avoidance of doubt, any notice bringing this agreement to an end shall not be construed as termination by you of any client assignment.

SIGNATURE

DATE

## Locum Handbook

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The Locum Handbook is an important part of the registration requirements for locum doctors. The Locum Handbook provides information and guidance on the requirements for undertaking locum assignments.

I declare I have received a copy of the Templars Medical Locum Handbook and read and understood in full its contents and shall comply with the requirements contained within the handbook at all times.

SIGNATURE

DATE

## Declaration

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- I confirm I have read this registration form in full and the information I have provided to Templars Medical within this form is true and correct to the best of my knowledge and belief. I agree to notify Templars Medical immediately of any changes to the information I have provided in this registration form.
- I understand I will need to inform Templars Medical immediately of any changes to my GMC registration including details of investigations and suspensions. I give Templars Medical my permission to check my registration status as required.
- I give permission for any person authorised by the Authority and/or Auditor to view my personnel files in accordance with the requirements of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018.
- I give permission to Templars Medical to share the information in this registration form and all associated documentation in accordance with the requirements of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018.
- I give permission to Templars Medical to share the information in this registration form and all associated documentation with their clients for the purpose of finding me employment.
- I give permission to Templars Medical to verify the information required for my registration in the interest of patient safety.
- I understand Templars Medical may need to amend or change the layout of my CV as required for the purpose of finding me employment.
- I understand I will work as directed by the respective employer whilst on their premises on all work placements and will comply with NHS regulations.

## Data Protection Statement

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Templars Medical provides work-finding services to our clients and work-seekers. We must process personal data (including sensitive personal data) to enable us to provide these services – in doing so, we act as a data controller. This is why we have asked for your personal data on this form. When we process your personal data we must do so in accordance with data protection laws which require us to provide you with a Privacy Notice to explain how we manage your personal data. Please see our Privacy Notice detailed below.

FULL NAME

DATE OF BIRTH

SIGNATURE

DATE

<b>COMPANY NAME</b>	TEMPLARS MEDICAL AGENCY (UK) LTD (Templars Medical)
<b>COMPANY CONTACT DETAILS</b>	<p><b>DATA PROTECTION LEAD:</b> ANDREA THORNTON - Andrea.thornton@templarsmedical.com</p> <p><b>DATA PROTECTION OFFICER:</b> FIONA CARR - Fiona.carr@templarsmedical.com</p>
<b>TOPIC</b>	PRIVACY POLICY
<b>DATE</b>	MAY 2018
<b>VERSION</b>	1

Templars Medical is a recruitment business which provides work-finding services to its clients and work-seekers. Templars Medical must process personal data (including sensitive personal data) to provide these services – in doing so, Templars Medical acts as a data controller. You may give your personal details to Templars Medical directly (email/mail/telephone/social media), on an application or registration form, via our website, by visiting our office, or we may collect them from another source such as a jobs board. Templars Medical must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with this Privacy Policy. At all times we will comply with current data protection laws.

## 1. COLLECTION AND USE OF PERSONAL DATA

### a. Purpose of processing and legal basis

Templars Medical will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. This includes for example, contacting you about job opportunities, assessing your suitability for job opportunities, updating our database, putting you forward for job opportunities, arranging payments to you and developing and managing our services and relationship with you and our clients.

In some cases, we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

Templars Medical must have a legal basis to process your personal data. The legal bases we rely upon to offer our work-finding services to you are:

- Your consent to collect and process your personal data,
- Collecting and processing your personal data for the purpose of providing you with work-finding services,
- Processing and retaining your personal data is necessary for compliance with the legal obligations Templars Medical is subject to. The legal obligations are set out below:
  - I. The Conduct of Employment Agencies and Employment Businesses Regulations 2003 requires us to retain records for least one year after their creation and at a least one year after the date on which we last provided work-finding services.
  - II. Payroll records, holiday pay, sick pay and pensions auto-enrolment records will be retained for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.
- Processing your personal data is necessary to secure work for you in line with the requirements of a contract to which you enter and is necessary for the performance of a contract.

### b. Legitimate interest

By instructing Templars Medical to look for work for you and providing us with your personal data you will be giving your consent to processing your data for work-finding purposes. It is in the legitimate interest of you, Templars Medical and clients of Templars Medical to process your personal data to undertake the mandatory pre- and post-employment checks required to secure you work.

Where Templars Medical has relied on a legitimate interest to process your personal data our legitimate interests are as follows:

- Managing our database and keeping work-seeker records up to date
- Providing work-finding services to you and our clients

### **c. Statutory and contractual requirements**

Templars Medical has certain legal and contractual requirements to collect personal data (e.g. to comply with the Conduct of Employment Agencies and Employment Businesses Regulations 2003, immigration and tax legislation, and in some circumstances safeguarding requirements.) Our clients may also require this personal data, and/or we may need your data to enter into a contract with you. If you do not provide the required personal data we need to collect it is unlikely we will be able to provide work-finding services to you.

### **d. Recipient/s of data**

Templars Medical will process your personal data (which may include sensitive personal data) with the following recipients:

- Clients (including their preferred job/salary payment management portals) for securing you work and payment for services provided,
- Other recruitment agencies in the supply chain,
- Supply contracts and clients to report on the work completed by candidates under each contract (if applicable),
- Auditors as instructed by our clients or under the obligations of our supply contracts, when an audit is undertaken where we have secured work for you,
- Former employers where we may request references,
- Occupational Health service providers to obtain a certificate of fitness for work,
- Mandatory training providers to enable you to undertake any mandatory training requirements as required,
- Payroll service providers who manage payroll on our behalf or other payment intermediaries and pension provider whom we may introduce you to,
- Service providers who validate your passport and/or right to work in the UK and undertake criminal records checks,
- General Medical Council to confirm your licence to practise as a doctor in the UK,
- The Recruitment and Employment Confederation (REC),
- IT and CRM providers.

### **e. Sharing data with third parties**

Where we process your data with third parties Templars Medical has undertaken the relevant steps to ensure your data is adequately protected by having the relevant agreements in place. For information on the third parties we work with contact mail@templarsmedical.com.

## **2. PERSONAL DATA WE COLLECT**

Templars Medical may collect the following personal data from you:

### **a. Personal data**

- Full name, date of birth, gender, nationality, next of kin details,
- Contact details, including but not limited to telephone number/s, email address, skype address and postal address,
- CV, employment history, training, qualifications,
- Passport and/or right to work, proof of identity,
- Bank details and national insurance number,
- Professional body registration and professional indemnity information,
- Information required to process a criminal record check, including fitness to practise information,
- Information required to process occupational health clearance and a fitness to work certificate,
- All other personal data not listed above provided to complete the mandatory pre-employment checks which enables Templars Medical to provide work finding services.

## b. Sensitive personal data

- Disability/health conditions relevant to the role,
- Criminal allegations and convictions,
- Fitness to practise declarations.

## c. Source of the personal data

You may give your personal details to Templars Medical by the following methods:

- By email, mail, telephone, social media, via our website or by visiting our office,
- On a registration form, occupational health medical questionnaire, criminal records check application form,
- From a job advert we have placed on a jobs board or by accessing a CV database.

## 3. OVERSEAS TRANSFERS

Templars Medical will only transfer the information you provide to us to countries within and outside of the European Economic Area ('EEA') for the purposes of providing you with work-finding services with your permission. We will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

## 4. DATA RETENTION

Templars Medical will retain your personal data (which may include sensitive personal data) only for as long as is necessary.

Different laws may also require us to keep different data for different periods of time. The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year (a) from the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation. This is currently 3 to 6 years.

Contractual obligations with supply frameworks require us to retain personal data for a period of 7 years from the expiry or termination of the relevant contract agreement for contractual monitoring and audit purposes.

Where Templars Medical has obtained your consent to process your personal data (which may include sensitive personal data) we will do so in line with our Record Retention Policy. Upon expiry of the retention period Templars Medical will seek further consent from you. Where consent is not granted we will cease to process your data. You can request a copy of the Record Retention Policy by emailing [mail@templarsmedical.com](mailto:mail@templarsmedical.com).

## 5. YOUR RIGHTS

Templars Medical is required to ensure you are aware you have the following data protection rights:

- The right to be informed about the personal data Templars Medical processes on you;
- The right of access to the personal data Templars Medical processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to Templars Medical processing your personal data (including sensitive personal data) you have the right to withdraw this consent at any time by contacting [mail@templarsmedical.com](mailto:mail@templarsmedical.com). Note, that if you withdraw your consent to further processing this does not affect any processing done prior to the withdrawal of your consent. There may be circumstances where Templars Medical will still need to process your data for legal or official reasons. Where this is the case, we will tell you and we will restrict the data to only what is necessary for those specific reasons.

If you believe any of your data which Templars Medical has processed is incorrect or incomplete, contact [mail@templarsmedical.com](mailto:mail@templarsmedical.com) and we will take reasonable steps to check its accuracy and correct it where necessary. You can also contact us if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above.



## 6. COOKIES

Templars Medical may obtain data about you from cookies. Cookies are small text files which are placed on your computer by websites you visit. Cookies are widely used to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Most web browsers allow some control of most cookies through the browser settings.

Templars Medical use WordPress Login on our website which is necessary for our website to function effectively. We use Google Analytics which help us understand how website users find our website and from where, which website pages users interact with and how long users spend on each area of the website. When we advertise through social media such as Facebook, LinkedIn and Twitter, we will add a cookie to enable us to track our advertising effectiveness and user pathway through into Google Analytics. Google Analytics only reports anonymous data and is not linked to personally identifiable information. These analytics help us to improve website content, layout and usability. You can request a copy of our Cookie Policy by contacting [mail@templarsmedical.com](mailto:mail@templarsmedical.com).

## 7. LOG FILES

We use IP addresses to analyse trends, administer the site, track users' movements, and to gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

## 8. LINKS TO EXTERNAL WEBSITES

Templars Medical website contains links to other external websites. Please be aware that Templars Medical is not responsible for the privacy practices of such other sites. When you leave our website, we encourage you to read the privacy statements of each website which collects personally identifiable information. This privacy policy applies solely to information collected by the Templars Medical website.

## 9. SALE OF TEMPLARS MEDICAL

If Templars Medical's business is sold or integrated with another business your details may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business.

## 10. DATA SECURITY

Templars Medical takes every precaution to protect your personal data and prevent unauthorised access. Data is stored securely and all software is current, patched and secured appropriately. The information is encrypted where possible. Firewalls are in place both locally in our office and on the cloud platform. Anti-virus software is in place across the organisation.

Your data is accessed only by authorised users who need the data to perform a specific function. Access is managed by password protected user accounts and where applicable specific user groups and permissions are allocated to access all data.

Templars Medical uses all reasonable efforts to safeguard your personal information and we undertake periodic reviews of security to ensure data is protected and secure. However, you should be aware the use of email and the internet is not entirely secure and for this reason Templars Medical cannot guarantee the security or integrity of any personal information which is transferred from you or to you via email or the internet. If you share a device with others we strongly recommend you do not select the "remember my details" function when this option is offered.

If you have any questions about data security contact [mail@templarsmedical.com](mailto:mail@templarsmedical.com).

## 11. CHANGES TO THIS PRIVACY POLICY

We will update this Privacy Policy from time to time. We will post any changes on the statement with revision dates. If we make any material changes, we will notify you.

## 12. COMPLAINTS OR QUERIES

If you wish to complain about this Privacy Policy or any of the procedures set out in it contact [mail@templarsmedical.com](mailto:mail@templarsmedical.com). You also have the right to raise concerns with the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK without your permission and if you believe your data protection rights have not been adhered to.