**New Locum Information Form**

To comply with employment law and HMRC tax legislation requirements, we require all contractors including locums to provide details as part of working for the Society.

This information is loaded into our recruitment system and is then stored in our HR system for the duration of a locum’s engagement. The contractor record on our HR system also contains any contracts, right to work proof and confirmation of your GPHC if applicable to your role.

Please ask if you require clarification on why we are asking for any of this information. The details below may help.

* Contact details – so we can set you up on our HR system and have contact details in case of an emergency.
* Worked for Midcounties before – part of our checks to satisfy HMRC requirements.
* HMRC status – different HMRC status carries different risks for the Society.
* Unique Tax Reference – to confirm that you are a valid UK taxpayer.
* Right to work – to confirm that you have a valid right to work in the UK.
* PSC / VAT / Company Registration - part of our checks to satisfy HMRC requirements.
* Insurance – to confirm insurance is in place as required.

**New Locum Information Form**

The following details are required to ensure that we hold the correct information, which includes the information required to meet the Society’s due diligence requirements.

Please complete all fields legibly then return to your Midcounties hiring manager. This form will **only** be accepted if typed and complete.

**Personal Information**

|  |  |
| --- | --- |
| Title (Mr / Mrs / Ms / Dr / Other) |  |
| First Name |  |
| Preferred Name |  |
| Surname |  |
| Address 1 |  |
| Address 2 |  |
| Town / City |  |
| County |  |
| Postcode |  |
| Home Phone Number |  |
| Mobile Phone Number |  |
| Email address |  |
| Do you consider yourself to have a disability? | Yes / No |

**Contractor Specific Information**

|  |  |
| --- | --- |
| Have you previously worked for Midcounties in any capacity | Yes / No |
| If yes, please provide details |  |
| HMRC Status (select one) | Employee / Self-Employed / Personal Service Company (PSC) / Partnership (LLP or other) |
| Name of Personal Service Company (PSC) | If applicable |
| Unique Tax Reference (UTR) |  |
| Are you VAT Registered? | Yes / No |
| VAT Registration Number | If applicable |
| Company Registration Number | If applicable |
| Appropriate professional indemnity / liability insurance | Yes / No |

**Locum Name** **……………………………….**

**Date Completed xx/xx/xxxx**

For the Midcounties hiring manager to complete.

**Midcounties Information**

|  |  |
| --- | --- |
| Manager Name |  |
| Type of Hire | Agency Contractor / Self Employed Contractor / Service Contractor / Temp Contractor |
| Contractor Cost Centre |  |
| Contractor Work Location |  |
| Contractor Job Role |  |
| Contract Duration |  |
| Right to Work Type |  |
| Right to Work seen**\*** |  |
| Contract Start Date |  |
| Contract End Date |  |
| Right to Work Type (Passport etc) |  |
| Right to Work Valid | Yes / No |
| Right to Work Seen | Yes / No |
| Right to Work expiry (if non-EU national) |  |
| Pay Rate |  |
| AD account required? | Not applicable for Locums |
| VAT Registration Number checked | If applicable |
| Company Registration Number | If applicable |
| Appropriate company / professional insurance seen? | Yes / No |
| Has Employment Status Questionnaire been completed?**\*\*** | Yes / No / Not Required |
| Does Employment Status Questionnaire confirm self-employment status? | Yes / No / Not Required |

**Manager Name** **……………………………….**

**Date Completed xx/xx/xxxx**

**\*** Copy of the valid right to work is taken by the manager, signed and dated to confirm the original has been seen. The manager then loads on to eploy as proof of the contractor’s valid right to work in the UK.

\*\* Required for all direct contractors, ie, self-employed or Personal Service Company (PSC).