***It is essential that we have a professional and open relationship with every candidate and honesty and integrity are key to us working together in partnership.***

All successful candidates appointed in positions whether Locum or permanent, must adhere to the Policies outlined in**the Locum Handbook. This can also be found at**[**www.bmhrec.com**](http://www.barkermossdental.com/)

Any Locum workers, if offered additional work through an existing client of Barker Moss Healthcare Recruitment or contacts of that client, must inform Barker Moss Healthcare Recruitment Limited. We do not have any issues if you wish to sign up with any other agency or take on any Independent work.

Failure to do so, could affect future work with the Barker Moss Healthcare Recruitment Limited.

If a permanent position is offered by the client introduced by Barker Moss Healthcare Recruitment Limited or a contact of that client, we ask that we are informed immediately.

Failure to do so, could affect future work with the Barker Moss Healthcare Recruitment Limited.

The same applies for any contacts or associates of locum workers as above.

WE DO NOT RUN A PAYROLL SYSTEM. YOU WILL PROVIDE THE PRACTICE WITH A TIMESHEET AND YOUR BANK DETAILS AND THEY WILL PAY YOU DIRECTLY. YOU WILL BE RESPONSIBLE FOR YOUR OWN NECESSARY DEDUCTIONS. All locum temporary workers will be responsible for their own PAYE & NI deductions as we are not their employer. However, should you need further clarification, we suggest that you take your own financial advice.

 For long term locums (More than four weeks), there has to be, in place, a notice period agreed by both parties (client & Locum). Failure to comply with the notice period may affect the locum’s final remuneration payment.

 WE CANNOT GUARANTEE THAT THE WORKING HOURS MAY NOT VARY AND WE CANNOT ACCEPT ANY LIABILITY IF A PLACEMENT IS DEEMED UNSUITABLE FOR YOU.

 The GDC requires all Dental Care Professionals to have adequate Indemnity cover to ensure patient protection should a claim be bought against the dental professional by a patient. We therefore require copies of the following in order to register with us:

 GDC Registration Certificate

Hep B Status/Immunisation report/Titre levels

DBS (CRB)

Professional Indemnity

Photo ID

2   email contact details for references.  1 professional and 1 personal

CPD certificates: Manual handling, safeguarding, BLS/AED, IPC & IRMER

We also require you to complete the attached Risk Assessment form

You agree to us holding your CV and documents on file. These documents will be securely held and not passed onto any 3rd parties without your written consent.

**I have read, UNDERSTOOD AND AGREED TO THE TERMS AND CONDITIONS presented by Barker Moss Healthcare Recruitment Limited.**