

Agency/Interim Worker Record Form

ONCE COMPLETE, PLEASE RETURN TO HUMAN RESOURCES, CIVIC CENTRE.

All departments taking on interim staff must complete this form and return it to Human Resources on the first day of their placement with Harlow Council. This includes all agency staff, interim staff, consultants, etc.

ALL SECTIONS OF THIS FORM ARE MANDATORY AND MUST BE COMPLETED BY THE LINE MANAGER.

Interim Post Details

Please give details on the reason for this interim post (e.g. Maternity Cover, Consulting, Project Assistance, etc):

Interim Post Title: HDC Grade:

Service: Department:

Post Location (e.g. Civic Centre, Redstone House, Latton Bush Centre etc):

Name of HDC line manager this post will report to:

Contract Start Date: Contract End Date:

Hours per week: Cost Centre Account Number:

Hourly rate to Interim: £ Hourly rate to Agency: £

PLEASE NOTE - YOU MUST INFORM HUMAN RESOURCES OF ANY EXTENSIONS TO INTERIM CONTRACTS *

Company Details

Please provide the name and address of the company the interim is sourced from:

Post Code: Telephone: Email:

Interim Details

First Name: Surname:

Authorisation

Head of Service Full Name:

Head of Service Signature: Date:

FOR HR OFFICE USE ONLY

Chris21 Post Number Created: Logged on Chris21 by:

HR Officer Signature: Date:

*** HR TO COMPLETE THIS SECTION IF THE INTERIM CONTRACT IS EXTENDED**

Date interim contract extended to:

Updated on Chris21 by: Date: