

ANNUAL DECLARATION

The Trust has developed the following annual declaration to be completed by all staff and Bank workers.
The completed declaration will be retained on the personal file.

1. Do you have any convictions, police cautions or have you been arrested in connection with any criminal offence or served with a summons on criminal charges (excluding parking offences) that you have not told the Trust about?

No Yes

If you have ticked yes please contact your line manager. If you are aware of any pending criminal charges you are advised to contact your line manager. If you are required to use your car on Trust business and have over 6 penalty points on your driving licence you are advised to contact your line manager.

- 2a In line with the requirements of the Working Time Regulations you are asked to provide details of any additional employment you currently undertake.

Are you employed by another organisation/working on a self-employed basis or through an agency on fixed hours or a zero hours contract basis?

No Yes

If 'Yes' please provide the following information.

Name of Employer(s):.....

Role:..... Number of hours worked.....

Please be advised where the Trust believes there is an identified risk to public and/or patient safety relating to the conduct or performance of a healthcare worker it may share appropriate and relevant information with other healthcare organisations.

2b) The Working Time Regulations offer individuals the opportunity to voluntarily choose to agree to **work more than 48 hours average per week over a 17 week consecutive period. Please indicate below if you wish to opt out of the regulations. The Trust position is that staff shall work no more than 60 hours per week over the 17 week reference period.**

No Yes I wish to opt out of the 48 hours average working week

You are entitled to change your mind regarding opting out at any time. If you decide you wish to change your mind please liaise directly with your line manager.

I am aware of the provisions of the Anti-fraud and Corruption Policy and the Standards of Business Conduct Policy and where appropriate I have declared any potential conflict of interest with Trust business.

A copy of the Standards of Business Conduct Policy and the Anti-fraud and Corruption Policy are available on Intouch.

Declaration

I declare that the information I have provided is accurate.

Name (Please print)

Signature:.....Date: