**AGENCY WORKER RECORD**

To be completed for every agency worker/contractor placement as soon as possible after placement begins and emailed to hrsupport@westlothian.gov.uk

An Agency Worker is an Agency Worker or Contractor who are paid by invoice

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| **WORKER DETAILS**  |
| **Name: Title/Forename/Surname** |  |
| **Employment Agency:** |  |
| **Email Address** |  |
| **PLACEMENT DETAILS**  |
| **Post Title:** |  |
| **Service Area and Team:** |  |
| **Start Date:** |  |
| **Expected End Date:** | **Please note: if no expected end date is entered default will be one year from Start Date**  |

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| **IS THE AGENCY WORKER FILLING A VACANT POST?** |
| **Yes**  | **Position Number of Vacant Post** |
| **No** | **Position Number of Comparator (if applicable)** |
| **If No, please give reason for agency/contract placement:** | Maternity Cover Seasonal WorkSickness Absence Cover Additional WorkloadVacancy Cover Extra FundingProject Work Specialist SkillsSecondment Cover  |

**Authorised by:**

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| **West Lothian Council Manager’s Name:** |  |
| **Manager Post Title** |  |
| **Managers Email**  |  |
| **Date:** |  |

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Termination details should be completed at the end of the placement and updated form emailed to hrsupport@westlothian.gov.uk

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| **TERMINATION DETAILS**  |
| **Termination Date:** |  |
| **Reason for Termination:** |  |