**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](mailto:hrsupport@westlothian.gov.uk)

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

|  |  |
| --- | --- |
| **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** |
| **Day Rate Charge** | **£** |
| **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 Work  Sickness Absence Cover Additional Workload  Vacancy Cover Extra Funding  Project Work Specialist Skills  Secondment Cover | |

**Authorised by:**

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

----------------------------------------------------------------------------------------------------------------------------------------------

Termination details should be completed at the end of the placement and updated form emailed to [hrsupport@westlothian.gov.uk](mailto:hrsupport@westlothian.gov.uk)

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