|  |  |
| --- | --- |
| **FORM R8**PREFERRED CANDIDATES INFORMATION | **R&S – APPENDIX 14** |

|  |
| --- |
|  |
| **This form should be complete after interview when a preferred candidate has been selected.** |
|  |
| **POST INFORMATION** |
| Post Title: | Appointing Manager: |
| Ref No: | Base & Designation: |
|  |
| **PREFERRED CANDIDATE INFORMATION** |
| **Name: Base: Hours:** |
| Is the candidate a current employee of NHS Fife? **Yes [ ]  No [ ]** Does the candidate require a work permit / Tier 2 Sponsorship? **Yes [ ]  No [ ]** **For PVG posts**, is the candidate already a member of the PVG Scheme? **If yes**, please indicate the category of membership? **Yes [ ]  No [ ]  Adult / Child / Both**Candidates National Insurance Number (ask at interview for this) ………………………….Have you completed the OHSAS Employment Information Form? **Yes [ ]  No [ ]** Have you included the references (it’s the recruiting manager’s responsibility to request written references please see reference guidance)? **Yes [ ]  No [ ]**  Have you included the R6 ID Checks form and copies of documents? **Yes [ ]  No [ ]**  Does this post require a post qualification registration? **Yes [ ]  No [ ]**  Is this individual a newly qualified Nurse/AHP eligible to participate in Flying Start? **Yes [ ]  No [ ]**  Is this a secondment **Yes [ ]  No [ ]**  Does this post require a post qualification registration? **Yes [ ]  No [ ]**  If yes, please detail:……………………………………………..Are there any special contract requirements or comments? **Yes [ ]  No [ ]**  If yes, please state:……………………………………………… |  |
|  |
|  |
| **REPORTING INSTRUCTIONS FOR FIRST DAY OF EMPLOYMENT** |
| Report to:  | Base: | Time: |

|  |
| --- |
| **FOR COMPLETION IF RECOMMENDING FOR NURSE BANK** |
| **For Nursing and Midwifery Posts only:**If the candidate was appointable and you would have offered them a job in your ward then you should offer the candidate the option to join the nurse bank. Please complete the following questions and return all paperwork to recruitment . |
| Q1) If another post was available within your area would you appoint the candidate? |
| Q2) Did the candidate score at least 12 / 24 at interview? |
| Q3) Does the candidate want to be added to the nurse bank? |
| Please forward all paperwork to recruitment and we will send the relevant paperwork to the nurse bank but only if the 3 questions above are answered positively. |
| Signed: | Date: |