

Staff Bank Availability Form



NAME (in full):

PHONE NO.:

DESIGNATION:

GRADE:

BASE:

Please enter the actual hours when you will be available for work and return this form to the NHSL Staff Bank, 14 Beckford Street, Hamilton, ML3 OTA Tel: 01698 206300 option 1, Fax: 01698 206308.

FORMS SHOULD BE RETURNED UP TO TWO WEEKS IN ADVANCE

Week commencing: Monday / /

<u>Day</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
Early							
Late							
Twilight							
Night							

Week commencing: Monday / /

<u>Day</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
Early							
Late							
Twilight							
Night							

Further supplies of forms are available from the Staff Bank Office, via e-mail or can be downloaded direct from the BankAide Website within Firstport on any ward/department PC.

N.B. PLEASE REMEMBER TO KEEP A DIARY OF ALL AVAILABILITY SUBMITTED, AND INFORM THE STAFF BANK OFFICE IMMEDIATELY OF ANY CHANGES.

BankAide Office
14 Beckford Street, hmailton, ML3 OTA
Tel: 01698 206300
Fax: 01698 206308