

Application for Secondary Employment



A Medical Officer who wishes to undertake secondary employment through a Medical Locum Agency must complete this form and obtain the support of their supervisor/department head and the approval of the Chief Medical Officer or delegate. An authorised copy of the completed form must be provided to a Medical Locum Agency on registration for locum work.

Employee and employment details			
Surname	WOOLFORD	Given name(s)	AMANDA KERSTI
Employee no.		Position title	
Department		Contact tel. no.	
Brief description of substantive employment			
Contracted hours of work per week			
Hours of regular overtime per week			
Total hours per day travelling to/from work per week			

Proposed secondary employment	
Employer/casual pool/agency	
Number of proposed hours per week	
Preferred shifts per week	
Preferred days	
Brief description of proposed employment	
Total hours per day travelling to/from proposed employment	
Employee declaration	

Application for Secondary Employment



Northern Beaches
Hospital

I confirm that any secondary employment will be undertaken in my own time, will not adversely affect my substantive role, will not lead to a conflict of interest, use of Healthscope resources or information and will not affect my work performance, safety or the safety of colleagues, patients, clients or the public. I confirm that my substantive employer has the right to review and cancel this arrangement at any time.

Employee signature

Date

Supervisor / Department Head

Request not supported for the following reasons:

Request supported with the following conditions:

Approval is granted until (date).

The hours worked in secondary employment should not exceed (number) per week.

The employee must ensure that there is a gap of at least 8 hours for rest, excluding travel time, between shifts for any employer.

The employee must maintain a record of hours worked and provide a copy of the record on request.

Signature

Position

Date

Chief Medical Officer or delegate

Name

Position

Signature

Request approved

Request not approved