

Honorary Contract Application form

(To be completed by the Manager requesting an Honorary Appointment)

Note: This tool forms part of a suite of guidance documents, tools and templates developed by the IPS Grow consortium. It should be read in conjunction with document "2.0 Introduction to IPS Grow delivery tools". Further information can be found at www.ipsgrow.org.uk. Please ensure you adapt this document fully to comply with local requirements. This tool was last updated June 2018.

Name:	Title	Forename	Surname
Address:			
Post Title:			
Details of Qualifications: (GMC is essential if this is a medical post)			
Referee 1 and Relationship to Individual:			
Referee 2 and Relationship to Individual:			
Normal Place of Work:			
Date of Appointment:			
Completion Date:			
Tenure of Appointment:			

Attendance Hours / Days:	
Accountable to:	
Direct Supervisor:	
Details of Current Employment / Status:	

Please Note:

An Honorary Contract will only be issued once the following documents are received:

- Fully completed Honorary Contract form
- A current CV
- Two appropriate and satisfactory references (sample forms can be obtained from your HR Adviser)
- A copy of the individuals professional registration (GMC / UKCC etc. if relevant)
- Occupational Health clearance (questionnaires available from your HR Adviser)

NOTE: please review this template with your Trust to ensure all local requirements are included.