



TLC Nursing Services  
TLC House  
58 Ballykeefe Estate  
Dooradoyle  
Limerick

## Notes

Please read the enclosed application form and return to TLC with four (4) passport-sized photographs, a copy of your current PIN number, a copy of your certificates and any references that you may have, proof of up-to-date Hepatitis screening.

1. TLC will automatically obtain references; a minimum of three (3) is required.
2. We will invoice clients for work carried out on behalf of TLC.
3. You invoice us for any duties carried out on our behalf, the prices paid are those set by the Irish Nurses Organisation, (copy enclosed). This price is exclusive of meal breaks. Added to this price is 8% holiday pay. Payment is made weekly or fortnightly, the choice is yours. Timesheets must be in by 12 noon every Monday if payment is required on Friday of the same week.
4. As a direct employee of TLC you will be contracted to pay all government taxes and PRSI. You will need to contact the revenue office to obtain your tax credits for the current year. The TLC employer number is: **3397381K**.
5. We require the Form P45 from your previous employer to establish your tax credits. Failure to provide one will result in you paying prohibitive emergency tax until such times as you do provide one.
6. A form is enclosed for you to provide us with your bank details as we pay directly into your bank account. We do not pay any salaries by cheque
7. We supply Nurses to state and private hospitals within the West, Mid-West and Southern areas. To Nursing Homes, private patients and for the purpose of flight accompaniment.
8. All timesheets must be signed by senior Nurses / Supervisors in whatever establishment you are working. **No signature, no payment.** You must also identify yourself to the nursing office at the commencement of each shift.
9. Our contact telephone number is: +353 61 228 287, the fax number is +353 61 424796. (Faxed invoice sheets are accepted as are emailed timesheets).
10. We may be contacted outside regular office hours 087 237 6086 for **urgent items only** either verbally or by text.
11. As shifts become available we either contact you directly or send out a text message to ascertain whether or not you wish to work the available shifts. It is preferable for you to provide us with you availability in advance.
12. All staff will be personally interviewed prior to any work agreement or shift allocation.
13. It is mandatory for **all** agency Nurses to have completed a course in Manual Handling and Patient Lifting plus CPR Training within the past two (2) years. A copy of these certificates must be presented to TLC for authentication and for your personal file.
14. You will be issued with a TLC identity card for the current year. **You must carry this with you at all times when representing TLC in our Clients location.** It is to your benefit to prove whom you are when requested to do so. Failure to do so will result in you being sent home **without** payment.
15. For further information do not hesitate to contact us.