



TLC Homecare & Healthcare Ltd.
TLC House
58 Ballykeefe Estate
Dooradoyle
Limerick

Cover Letter

Please read the enclosed application form and return to TLC Homecare & Healthcare Ltd. 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.

TLC will automatically obtain references; a minimum of three (3) is required.

1. We will invoice clients for work carried out on behalf of TLC Homecare & Healthcare Ltd..
2. 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 inclusive of meal breaks. Added to this price is 8% holiday pay. Payment is made weekly or fortnightly, the choice is yours.
3. As a direct employee of TLC Homecare & Healthcare Ltd. 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: 9832379W
4. A form is enclosed for you to provide us with your bank details as we pay directly into your bank account. Please provide stamped addressed envelopes in the event that you require your pay slip to be forwarded to you.
5. We supply Healthcare Staff 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.
6. Our contact telephone number is: +353 61 228 287, the fax number is +353 61 226928. (Faxed invoice sheets are accepted).
7. We may be contacted outside regular office hours and at weekends on 087 237 6086 for **urgent items only** either verbally or by text.
8. 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.
9. It is mandatory for **all** agency Nurses to have completed a course in Manual Handling and Lifting plus CPR Training within the past two (2) years. A copy of these certificates must be presented to TLC Homecare & healthcare Ltd. for authentication and for your personal file.
10. You will be issued with a TLC Homecare & Healthcare Ltd. identity card for the current year. **You must carry this with you at all times when representing TLC Homecare & Healthcare Ltd. in our Clients location.** It is to your benefit to prove whom you are when requested to do so.