



8 Dencora Business Centre
Nuffield Road,
Cambridge
CB4 1TG

payroll@traderecruitmentltd.co.uk

Office Tel: (01223) 420741
Accounts Fax: (01223) 223888

Applicant Registration Form

Once you have provided us with evidence of your eligibility to work in the UK, your identity, qualifications, career history, references and, where appropriate criminal records check and security clearance, the sooner we can start identifying potential roles for you Legally we are required to confirm your identity and ensure that you are eligible to work in the UK.

Personal Details

Title: *Mr/Mrs/Miss/Ms/other, please specify*

First Name(s): Surname:

Previous Names:

Date of Birth:

Address:

Postcode:

Home Tel No.: Mobile No:

E-mail Address:

Do you hold a UK driving licence: YES / NO

Eligibility to work in the UK

UK legislation requires all candidates to provide appropriate evidence

Nationality?..... You must provide photographic evidence of your nationality; either Passport, National ID card or Birth Certificate.

If you are not an EU Citizen, you must provide evidence of a VISA, permitting you to seek work in the UK.

Type of visa/work permit (if applicable): Expiry date:

Health & Safety

This is to determine your capacity to work safely and will be kept with appropriate safeguard for privacy and confidentiality.

Do you possess a current valid CSCS card? YES / NO (please delete as appropriate)

CSCS CARD Number:

Valid To Date.....

Do you have any medical condition or disability which may require any special facilities or support at work?

YES/NO *If yes please give details*

In case of an emergency please provide details of someone we may contact

Name: Tel No.:

Address: Mobile No.:

Contact will only be made in an emergency

Criminal Record

Do you have any previous convictions, whether or not they are "spent" within the Act, including any cautions, reprimands, final warning, bind-overs or any convictions from overseas?

YES/NO

If yes, please give details

Are you DBS checked? Yes / No

If yes, please provide details of approval and any restrictions placed, permitting places of work?

.....
.....
.....

References

Prior to any placement we will need to obtain satisfactory references from your recent employers. Please provide details of a minimum of two recent referees we may approach.

Surname: Forename:

Title:..... Position:

Company: Tel no.:

Address:

Postcode:..... Email:

Date employed: From..... To

Office Comments Only:

[Empty rectangular box for office comments]

Surname: Forename:

Title:..... Position:

Company: Tel no.:

Address:

Postcode:..... Email:

Date employed: From..... To

Office Comments Only:

[Empty rectangular box for office comments]

Bank Details for Temporary Workers

This information is required for us to pay temporary workers

Account Name: Bank Name:

Bank Address:

Sort Code: [][][][][][] Account Number: [][][][][][][][][][]

Ref No.: (building societies)

Tax Status

Forms Required

PAYE P45 / P46
Intermediary Company N.B. Intermediary Companies – also referred to in the Construction Industry as Umbrella Companies.

Limited Company Copy of incorporation Cert Company Registration Number:
Copy of Valid Insurances. Company UTR Number :

Declaration

I confirm that the information provided on this form and within my CV, if applicable, is both truthful and accurate. I have omitted no facts that could affect my future employment. I understand that any engagement entered into is subject to documentary evidence of my right to work in the UK, verification of any professional qualifications and, in the case of temporary assignments, subject to satisfactory references. I expressly consent to any sensitive or personal data, disclosed as part of my application, being used in connection with the search for work, subject to the relevant Data Protection legislation.

I will inform Trade Recruitment Ltd immediately of any circumstances that may affect my work, such as changes to health, subsequent pending prosecutions or convictions, which may arise whilst I am registered for permanent or temporary work. I understand that Trade Recruitment Ltd has the legitimate right to request a full Criminal Records Bureau Disclosure where they consider it necessary and that any details from this, or any other police checks provided, may be forwarded to a potential employer.

Signed:
Print Name:
Date:



CHECKLIST

- a.) Have you enclosed relevant copies of photographic identification, and a proof of address?
- b.) Have you Signed pages 3, 6 & 7.

If the answer is no to either of the above then your registration will be declined.

DUTY OF WORK PAGE

NAME: _____

ADDRESS: _____

POSTCODE: _____

MAXIMUM DISTANCE PREPARED TO TRAVEL FROM HOME (MILES): _____

MAXIMUM DISTANCE PREPARED TO TRAVEL FROM HOME (MINUTES): _____

MINIMUM RATE OF PAY (GROSS) TO UNDERTAKE SERVICES FOR TRADE RECRUITMENT: £_____.

(All rates of pay will at no time be less than the national minimum wage in force for services undertaken by the subcontractor)

DUTIES PREPARED TO UNDERTAKE DURING CONTRACT OF SERVICE

DUTIES **NOT** PREPARED TO UNDERTAKE DURING CONTRACT OF SERVICE

LENGTH OF CONTRACT DURATION PREPARED TO UNDERTAKE (**TICK ALL THAT APPLY**)

1 - 2 Days

1 Week

1 - 2 Weeks

1 Month

WORK SEEKERS AGREEMENT

Trade Recruitment Ltd provide work seeking services to candidates registered with us and whose details are on our candidate database. Where work is found, Trade Recruitment provides arrangements for candidates to provide services to our clients: either via a direct engagement with our client, through supply by us or supply via an intermediary company. If Trade Recruitment find suitable work which a candidate wishes to undertake, a separate agreement will be entered into at this point in accordance with one of the three engagement channels listed.

We would like to explain our role to you as your work seeker.

We are responsible for supplying your services to our client and we are available to support you throughout your assignment. The details of your assignment will be provided to you separately/[are included herewith]. Please contact us with any questions or concerns you might have.

We are **not** your employer. We will pass your details to a business called Get My Payslip. Get My Payslip will then put you in contact with your employer who will give you a contract of employment.

If you would like any further information, please get in contact with us

Therefore in order for Trade Recruitment Ltd to be able to continue to offer and locate work on your behalf, you are required to sign and return the attached 'Work Seeker Agreement'. Trade Recruitment Ltd are prepared to seek work for you solely on the basis set out in this agreement.

We are Trade Recruitment Ltd of 8 Dencora Business Centre, Nuffield Road, Cambridge CB4 1TG herein referred to as ("the Company", "we", "us" and "our/s")

You are (Name):.....

Of Address:

Herein referred to as ("Work Seeker", "you" and "your/s").

Our services

- 1. Whilst your personal details are registered on our database, it is agreed that:
 - (a) We may search for opportunities for you from time to time and at our absolute discretion, usually within the types of work you have specified. If we consider any opportunity may be suitable for you to undertake, we may inform you of the opportunity.
 - (b) Where appropriate, we may arrange an interview with a client and may conduct negotiations with clients. However, we offer no guarantee that when you are informed of an opportunity that the client will make an offer of work to you.
 - (c) We have no obligation to provide you with any information or service other than as stated in this agreement or required by law.
 - (d) We do not guarantee that any work will be found and we do not accept any liability if we do not locate any such work for you, nor do we guarantee that any work found will be suitable for you.
 - (e) You recognise that a client may withdraw an opportunity at any time before an engagement, and, whilst we shall endeavour to obtain accurate information from a client, whether as to a role, duration, nature of the work or otherwise, we cannot guarantee its accuracy.
 - (f) All rates of pay will at no time be less than the national minimum wage in force for services undertaken by the subcontractor.
 - (g) We may remove your registration details from our database at any time.

Your personal details

2. In consideration of registration of your personal details on our database, you agree:

- (a) To provide us with a full and accurate summary of your personal employment history, proper evidence of your entitlement to work in the United Kingdom and evidence of any qualifications, such as certificates or diplomas.
- (b) To provide us with any information we reasonably request which is relevant to the decision of a client to engage you. We do not routinely operate health screening but in some cases we may request details relating to your health where this may affect your ability to perform tasks which are intrinsic to the role. We may also request details of any criminal convictions in accordance with our statutory obligations.
- (c) To notify us immediately of any change in any of the information that you have provided to us at any time.
- (d) To our retention and use of all information and documents we obtain, either from you or from any other party relating to you, for the purpose of both our work finding services and our statutory obligations.
- (e) To the provision of such information and documentation to a client and relevant use by the client. You may withdraw your consent by notice in writing to us at any time.
- (f) At our request to provide us with names and contact details of suitable referees.

General Terms

3. It is further agreed that:

- (a) Where you are engaged by a client, whether directly or via an intermediary of your choice, you will be solely responsible for the contractual arrangements between you and the client or any intermediary.
- (b) This agreement may be terminated by either party giving one week's written notice to the other.
- (c) This is the sole agreement between yourself and Trade Recruitment Ltd, and supersedes any previous agreement, whether written or oral.
- (d) You have not relied on any representations made by Trade Recruitment Ltd that are not set out in this agreement. (e) This agreement may only be varied by the written agreement of all parties involved.
- (f) If any provision of this agreement (or part of a provision) is found by any court or administrative body of competent jurisdiction to be invalid, unenforceable or unlawful, the other provisions shall remain in force.
- (g) If any invalid, unenforceable or unlawful provision would be valid, enforceable or lawful if some part of it were deleted, the provision shall apply with whatever modification is necessary to give effect to the commercial intent of the parties.
- (h) The Laws of England and Wales govern this agreement and the English Courts have sole jurisdiction.

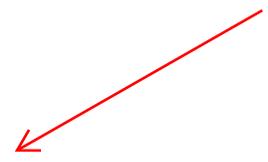
Agreement

You and the Company accept and agree the terms of this Work Seekers Agreement by signing below:

Signed by the Work Seeker:.....

Print Name:.....

Date:/...../.....



Signed on behalf of the Company:.....

Print Name:.....

Date:/...../.....

Medical Questionnaire - Private and Confidential

This questionnaire is to determine your capacity to work safely. Records of this questionnaire and other health procedures are confidential and will be kept with appropriate safeguard for privacy and confidentiality. No identifiable information will be released without your written authorisation. Please read all questions carefully prior to answering:

Name:

Date of Birth:/...../.....

Doctors Name: **Tel No.:**

Doctors Practice Address:

Have you ever had any for the following? Please answer Yes or No.

- | | |
|--------------------------------------------------------------------|--------|
| 1. Fits, fainting attacks, blackouts or epilepsy | YES/NO |
| 2. Episodes of dizziness or vertigo | YES/NO |
| 3. Problems with your ears or hearing | YES/NO |
| 4. Problems with your eyes, vision or colour perception | YES/NO |
| 5. Heart trouble or high blood pressure | YES/NO |
| 6. Respiratory conditions, asthma or persistent cough | YES/NO |
| 7. Stomach disorders, frequent or disabling stomach pain | YES/NO |
| 8. Bowel disorders, frequent diarrhoea, vomiting or abdominal pain | YES/NO |
| 9. Kidney or bladder disorders | YES/NO |
| 10. Hernia | YES/NO |
| 11. Diabetes | YES/NO |
| 12. Hay fever or allergies | YES/NO |
| 13. Back pain, arthritis or joint pain | YES/NO |
| 14. Nervous or mental illness | YES/NO |
| 15. Skin disorders | YES/NO |
| 16. Severe or frequent headaches | YES/NO |
| 17. Hospital admissions for illness, operations or accidents | YES/NO |

If yes to any of the above please give further details:

.....

Are you receiving any treatment or medication from a doctor at present? If yes please give details:

.....

Are you disabled in any way? If yes, what is your disability?

.....

Do you suffer from any medical condition that prevents you from undertaking specific duties?

.....

Have you been absent from work due to illness for more than seven days in the last twelve months?

If yes please give details.

.....

So far as you know, do you suffer from any medical condition that may be exacerbated by night work?

.....

I declare that the information I have given in this questionnaire is to the best of my knowledge and belief true and complete. I understand that the failure to disclose information or giving false information may result in the termination of my contract and employment.

Signed:

Date:/...../.....