



## Registration Form

### Personal Details

Job Category: \_\_\_\_\_

Surname: \_\_\_\_\_ First Names: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

County: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nat Ins No: \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Tel No: \_\_\_\_\_

Nationality: British  EEC  Other (Please Specify) \_\_\_\_\_

Licences: Car  C+E  C  7.5T  FLT  CB  Rch

Other Licences: \_\_\_\_\_

Own Transport: Yes  No  Male  Female  (Tick as appropriate)

### Bank Account Details

Bank Name/Address: \_\_\_\_\_

Account No:									
Building Society Ref:									
Sort Code:	-	-							

**If you are to be paid into someone else's bank/building society account:**

Please complete the following declaration:

I confirm that the bank details provided above are that of a third party. I hereby authorise you to pay my wages in to the above bank/building society account, and understand that the Employment Agency will not accept any responsibility for any personal errors or disputes which may arise.

This account is held in the name of: \_\_\_\_\_ (name)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Employment History

Should you have an up to date CV please attached this to the form and skip to the next section.  
Please state most recent position first.

Company Name & Address	From/To	Position	Duties/Responsibilities	Salary/Rate

Reason for Leaving: \_\_\_\_\_

Company Name & Address	From/To	Position	Duties/Responsibilities	Salary/Rate

Reason for Leaving: \_\_\_\_\_

Company Name & Address	From/To	Position	Duties/Responsibilities	Salary/Rate

Reason for Leaving: \_\_\_\_\_

Company Name & Address	From/To	Position	Duties/Responsibilities	Salary/Rate

Reason for Leaving: \_\_\_\_\_

## References

Please give the names and telephone number of two previous employers who will provide references.

<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel No:</b>	<b>Tel No:</b>
<b>Fax No:</b>	<b>Fax No:</b>
<b>Contact Name:</b>	<b>Contact Name:</b>

### Criminal Record

Have you ever been convicted of a criminal offence?    Yes            No

If YES please give details (you do not need to detail offences that are spent under the Rehabilitation of Offenders Act

(1974): \_\_\_\_\_

### Medical Record

Do you have any medical conditions that may affect future work?            Yes            No

If YES please give details: \_\_\_\_\_

### Declaration

Please read the statements below and sign to confirm:

- I confirm that I am eligible to work in the UK.
- I undertake to notify PR Recruitment & Training Ltd of changes in my circumstances, including health, criminal convictions and driving endorsements, which would or could affect my ability to work.
- I confirm that all of the above details are true to the best of my knowledge and I authorise you to seek any reference required.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Equal Opportunities

PR Recruitment and Training Ltd are committed to a policy of equal opportunities for all work seekers and shall adhere to such policy at all times.

### Data Protection

The information that you provide on this form and on any CV given will be used by PR Recruitment and Training Ltd to provide work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties, information to present or detect crime, to protect public funds, or in other ways permitted or required by law.

### Voluntary Opt Out of Working Time Regulations

The Working Time Regulations 1998 provide that the Temporary Worker shall not work on an Assignment with the Client in excess of the Working Week unless he agrees in writing that this limit should not apply. The Temporary Worker hereby agrees that the Working Week limit shall not apply to the Assignment. The Temporary Worker may end this Agreement by giving the Employment Business one month's notice in writing. For the avoidance of doubt, any notice bringing this Agreement to an end shall not be constructed as termination by the Temporary Worker of an Assignment with the Client.

Signed by the Temporary Worker: \_\_\_\_\_ Date: \_\_\_\_\_