



# Simple Recruitment Services Ltd – Candidate Registration Form

<b>INTERNAL OFFICE USE</b>	
ID Received: <input type="checkbox"/>	Two Years References Received: <input type="checkbox"/>
Proof of NI Received: <input type="checkbox"/>	Safety Boots & High Vis Seen: <input type="checkbox"/>
CV Received: <input type="checkbox"/>	Copy of Terms Supplied: <input type="checkbox"/>
Licence Received (If applicable): Card <input type="checkbox"/> Counter Part <input type="checkbox"/>	CPC & Digi Received (If applicable): DIGI <input type="checkbox"/> DQC <input type="checkbox"/>
DVLA Licence Check Received: <input type="checkbox"/>	VISA Received (If applicable): <input type="checkbox"/>
Approved By (Print):	Approved By (Sign):

<b>TITLE: * MR / MRS / MISS / MS / DR</b> <b>* (Delete as appropriate)</b>	Date of Registration:
Surname:	Date of Birth:
Forenames:	Male / Female:
Address:	Marital Status:
	National Insurance Number:
	Do you have a criminal record?
Postcode:	Read all the following statements carefully and enter "X" in the one box that applies to you.
Telephone Number:	This is my first job since last 6 April.
E-mail Address:	This is now my only job. I do not receive a state or occupational Pension.
Nationality:	I have another job or receive a state or occupational pension.
<b>Student Loans:</b> If you left a course of UK Higher Education before last 6 April and received your first UK Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in box. ( <i>Do not enter 'X' in box if you are repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account.</i> )	

<b>MEDICAL</b>	
Next of Kin Name:	Do you have any medical conditions?
Next of Kin Relationship to you:	If yes, please specify below:
Next of Kin Daytime Telephone Number:	
Next of Kin Evening Telephone Number:	Please state below any medication you are currently taking for the above:
Doctors Name:	
Doctors Telephone Number:	Doctors Address:
In compliance with the Working Time Regulations the purpose of this declaration is to	Do you have any health concerns that you feel may prevent you from

<p>assess your fitness to carry out night work whilst on assignment with Simple Recruitment Services Ltd. Whilst there is no difference in the physical demands of night compared to day work the human body is naturally programmed to sleep at night. The disruption to this sleep pattern can aggravate certain medical conditions, albeit often temporarily. Additionally the reduced access to services and facilities that may be apparent both inside and outside the workplace at night can have an effect. Please answer the following questions. If your answers raise doubts about your fitness for night work, then unfortunately you may not be assigned to clients for night work unless you are able to provide proof that you are physically able to do so having been assessed by a suitability qualified health care professional:</p>	<p>working at night? YES / NO</p> <p>If YES, are these based on the following:</p>
<p>The requirement to take medication (tablets, insulin, injections, etc.) on a strict timetable: YES /NO</p>	<p>Heart or circulatory problems that could be aggravated by the additional stress/required stamina that night work may require: YES / NO</p>
<p>Stomach, intestinal or other disorders where the regularity/timing of meals are important: YES / NO</p>	<p>Medical conditions that affect the ability to sleep during the day or are affected by changing sleep patterns: YES / NO</p>
<p>Chronic chest or respiratory disorders whose night time symptoms are significantly worse than in the day time: YES / NO</p>	<p>Any other health related reason: YES / NO</p>
<p>Are you a new or expectant mother: YES / NO</p>	<p>Are you aged under 18: YES / NO</p>
<p>If you have indicated YES to any of the points above, please enter specific details:</p>	

<b>PPE</b>	
<p>Do you own safety boots: YES / NO</p>	<p>Hard hat: YES / NO</p>
<p>Do you own a high visibility vest: YES / NO</p>	<p>Hard wearing gloves: YES / NO</p>

<b>MODE OF TRAVEL</b>	
<p>Car: <input type="checkbox"/></p>	<p>Public Transport: <input type="checkbox"/></p>
<p>Bicycle: <input type="checkbox"/></p>	<p>Walk: <input type="checkbox"/></p>

<b>BANK DETAILS</b>	
<p>Bank Name:</p>	<p>Bank Address:</p>
<p>Account Number (8 digits):</p>	<p>Sort Code (6 digits):</p>
<p>Name of account:</p>	<p>Building Society Ref. (if applicable)</p>

<b>EMPLOYMENT HISTORY – LAST TWO YEARS</b>	
<p>From:</p> <p>To:</p> <p>Employer:</p> <p>Manager:</p> <p>Telephone:</p> <p>Position:</p>	<p>From:</p> <p>To:</p> <p>Employer:</p> <p>Manager:</p> <p>Telephone:</p> <p>Position:</p>
<p>From:</p> <p>To:</p>	<p>From:</p> <p>To:</p>

Employer:	Employer:
Manager:	Manager:
Telephone:	Telephone:
Position:	Position:

<b>OTHER INFORMATION</b>	
Days available:	Times available:
Licences / Tickets / Qualifications:	P45 Attached / To Follow / Unavailable

<p align="center"><b>Declarations</b></p> <p>I can confirm that the information disclosed in this application form is relevant and correct and can be verified by references from previous employers and/or any professional bodies or character referees specified. I also undertake to inform Simple Recruitment Services Ltd of the outcome of all introductions / interviews to companies or agents. I understand that information I have disclosed may be divulged to companies or agents as deemed necessary by Simple Recruitments Services Ltd in relation to my application for work. Should I become a Flexible Worker I confirm I will have read and accepted the issued Contract of Employment. Whilst on assignment from Simple Recruitment Services Ltd I will ensure my timesheet is returned to the branch by 10am on the Monday following the week of work. Whilst on assignment from Simple Recruitment Services Ltd I will regard all available information as confidential and I will not divulge it to any third parties plus I will comply with the health &amp; safety regulations of all the companies/agents I am assigned to.</p> <p>I confirm that I have answered all medical questions truthfully to the best of my knowledge. Should my circumstances change then I will inform Simple Recruitment Services Ltd immediately. Should suffer from any illness whilst at work I will inform my supervisor and Simple Recruitment Services Ltd.</p> <p>Pursuant to the Rehabilitation of Offenders Act, I declare that I have no unspent convictions and there are no prosecutions pending at this time. I also undertake to inform Simple Recruitment Services Ltd of any prosecution that occurs whilst my details are held by Simple Recruitment Services Ltd. If you have any unspent convictions or prosecutions pending please give details:</p> <p>----- -- ----- -- ----- --</p>	<p align="center"><b>Working Time Regulations 1998 – Opt Out Agreement</b></p> <p><b>1 - DEFINITIONS</b></p> <p>(1.1) In this agreement the following definitions apply:  “ASSIGNMENT” means the period during which the Flexible Employee is employed to render services to the client.  “CLIENT” means the person, firm or corporate body engaging the services of the flexible employee.  “WORKING WEEK” means an average of 48 hours each week calculated of a 17 week reference period.</p> <p>(1.2) Reference to the singular include the plural and reference to the masculine include the feminine and vice versa.</p> <p>(1.3) The headings contained in there terms are for convenience only and do not affect their interpretation.</p> <p><b>2 – RESTRICTION</b></p> <p>(2.1) The working time regulations 1998 provide that the Flexible Employee 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.</p> <p><b>3 - CONSENT</b></p> <p>(3.1) The Flexible Employee hereby agrees that the working week limit shall not apply to the assignment.</p> <p><b>4 - WITHDRAWAL OF CONSENT</b></p> <p>(4.1) The Flexible Employee may end this agreement by giving three months’ notice in writing.</p> <p>(4.2) For the avoidance of doubt, any notice bringing this agreement to end shall not be construed as termination by the Flexible Employee of an assignment with a client.</p> <p>(4.3) Upon the expiry of the notice period set out in clause 4.1 the working week limit shall apply with immediate effect.</p> <p><b>5 - THE LAW</b></p> <p>(5.1) These terms are governed by English aw and are subject to the exclusive jurisdiction of the English Courts</p>
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Candidate (Print):	Date:
Candidate (Sign):	
Consultant (Print):	Date:
Consultant (Signature);	