

**Registration Form**

|  |  |
| --- | --- |
| Title (Mr, Miss, etc) |  |
| First Name |  |
| Middle Name |  |
| Surname |  |
| Any previous surnames |  |

|  |  |
| --- | --- |
| First Line of Address |  |
| Second Line of Address |  |
| Town / City |  |
| County |  |
| Post Code |  |

|  |  |
| --- | --- |
| Mobile Number |  |
| Home Number |  |
| Work Number |  |
| Email Address |  |

|  |  |
| --- | --- |
| Nationality |  |
| Date of Birth |  |
| Place of Birth |  |

|  |  |
| --- | --- |
| Next of Kin |  |
| Relationship |  |
| Contact Number |  |
| Address |  |
| Town / City |  |
| Post Code |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you hold a current full UK Driving Licence? | Yes |  | NO |  |

|  |  |
| --- | --- |
| Give details of any endorsements |  |
| NI Number |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Do you have regular use of | Car |  | Motorcycle |  | Bike |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you a student | Yes |  | No |  | P38 form completed | Yes |  | No |  |

|  |  |
| --- | --- |
| Nationality (Required by the Employment Agencies Act) |  |

**To be completed by non-British and non-EC nationals only**

|  |  |
| --- | --- |
| Date of entry into the UK |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Do you have a UK work permit | Yes |  | No |  | If yes – Expiry date |  |

**Education & Qualifications**

(If CV provided, may not be necessary to complete in full)

|  |  |  |
| --- | --- | --- |
| Establishment attended | Course / Exam Completed | Qualification |
|  |  |  |
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**Referees**

(Please give contact details of current and most recent employer. Students should give their lecturer or teacher. If this is not possible please give the names of the person best able to provide a reference on you. Friends and Family will not be accepted.

|  |  |
| --- | --- |
| Company Name |  |
| Name of Referee |  |
| Contact Number |  |
| Email Address |  |
| Address |  |
| Town / City |  |
| Job Title |  |
| Time Known |  |

|  |  |
| --- | --- |
| Company Name |  |
| Name of Referee |  |
| Contact Number |  |
| Email Address |  |
| Address |  |
| Town / City |  |
| Job Title |  |
| Time Known |  |

**Health & Safety, Relevant Certificates & Training**

(ie SMSTS, CSCS)

|  |  |  |
| --- | --- | --- |
| Certificate | Level | Expiry |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**PPE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have suitable PPE | Yes |  | No |  |

**48 Hour Waver**

The Working Time Regulations 1998 (‘the regulations’) require the company to limit your average weekly working time to 48 hours per week unless that you agree with the company that the hours do not apply to you.

The company wished to have an agreement with you. It proposes and agreement (which shall apply until terminated by notice) on the basis that:

1. The 48 hour limit on average weekly working time will not apply to you.
2. You may terminate the agreement (so that the 48 hour time limit would apply to you) by giving the person at the company who you usually report 3 months written notice.

Under the regulations the company must keep records relating to you working time. This is the case whether or not you reach an agreement with the company about waiving working time limits.

**If you accept the company’s proposal, please sign, date and print your name below. This document will then be a record between you and the company.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signed** |  | **Print Name** |  | **Date** |  |

**Criminal Record & Security Checks**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any unspent Criminal Convictions | Yes |  | No |  |

Please not that under the Rehabilitation of Offenders Act 1974 you do not have to disclose cautions and convictions that are spent.

|  |  |
| --- | --- |
| **If yes give details** |  |

**Code of Conduct & Terms of Engagement for Permanent & Temporary Workers Employed Supplied by BlackTie Hospitality Recruitment**

At BlackTie Hospitality Ltd. we work with both our clients and candidates to ensure that we consistently deliver the highest level of service and expect any candidate put forward by ourselves and who will act as representative of BlackTie Hospitality Ltd. to ensure that they abide by our code of conduct.

1. All vacancies that arise will be authored to contact you to discuss fully and assessed with you suitability to carry out the role and are under no obligation to accept the position.
2. If it is deemed that you are suitable for the position and a successful placement is made we expect you to commit to your employer for the duration and execute tasks to the best of your ability and ensure reliability as required. Failure to do so may lead to BlackTie Hospitality Ltd. not being able to place you in future roles.
3. If on commencement of your employment you feel the position is not right for you we will expect you to remain on site and contact BlackTie Hospitality Ltd. at your earliest and safest opportunity to ensure that we can liaise with the client and find a suitable replacement and also seek alternative employment for you.
4. If you are not working we expect you to stay in contact with BlackTie Hospitality Ltd. to ensure that we are continually seeking opportunities for you. Failure to do so may mean that you will miss out on open vacancies.
5. You are expected to notify BlackTie Hospitality Ltd. if you have either secured a temporary role direct or with another agency and also a permanent position. This can be done by telephone.
6. It is your responsibility to ensure that timesheets are signed by you Supervisor/Manager or someone of authority within the business to confirm how many hours you have worked. Time sheets must be received by no later than 10am Monday morning. Failure to do this can lead to delayed payment. BlackTie Hospitality Ltd. will always try to ensure that any late timesheets are paid on time but will not guarantee this.
7. Wages will only be paid directly into your own or company bank account on Friday, a week in arrears. It is your responsibility to provide correct bank and contact details. Late time sheets may incur a delayed payment into the following week up to the following Friday. Please note that we work within a 2-3 week time window for paying wages in to your account.
8. When on site you are fully expected to comply with all regulations and health and safety guidelines as laid out by the company you are working for this includes suitable work attire and PPE as required. Failure to do so may require you to be removed from site wither by BlackTie Hospitality Ltd., the company you are working for.

**Please sign to confirm that you understand the Code of Conduct and that you will comply**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signed** |  | **Print Name** |  | **Date** |  |

**Data Protection**

**Use of Personal Information**

I fully consent to my agency using my personal information and data concerning myself in the legitimate pursuit of the company’ interests. This includes the supply of such information to third parties outside the company that are engaged in legitimate business activities with my agencies business. I also accept that if I wish to rescind this agreement I shall give the agency a minimum of three months’ notice.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signed** |  | **Print Name** |  | **Date** |  |

**Identification**

**It is imperative that you return the following information with this Application Document fully completed and signed.**

* Copy of Passport (proof of eligibility)
* Driving Licence (both parts)
* National Insurance Proof (i.e. copy of NI card, old pay slip)
* Utility Bill, Bank Statement or Letter from HMRC (proof of address)
* Updated CV

**Declaration**

**I declare that I have answered all the questions honestly and fully. I realise that any incomplete or false statement on my part will render me liable to my registration, application for a permanent position or temporary work being withdrawn. I agree that the information given on this form may be used for registered purposes under the data protection legislation.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signed** |  | **Print Name** |  | **Date** |  |