

THORN BAKER REGISTRATION DOCUMENT PART 1

This is Part 1 of two documents needed to register with Thorn Baker.

Please take your time to complete this form in full and if possible, provide copies of any certificates and/or a CV. If you are seeking temporary assignments, and do not have a P45 from your old or current employer then you will also need to complete and return the enclosed P46.

Our effectiveness in offering you a new role and paying you promptly is greatly improved by the quality of the information you provide. To aid you through the registration process we have provided guideline notes where appropriate.

We will start looking for suitable roles for you as soon as you have provided us with your personal details and evidence of eligibility to work in the UK, your identity, skills and qualifications and references.

The information required in this document will be treated in the strictest confidence and in line with the requirement of the Data Protection Act 1998.

You cannot be paid unless this document is completed to the required standard and returned to us. Please take responsibility for doing so.

Birmingham

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111 New Street
Birmingham B2 4EU
T: 0121 633 8000
F: 0121 633 9000
E: birmingham@thornbaker.co.uk

Leeds

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Leeds
LS1 5QS
T: 0113 244 4111
F: 0113 244 5444
E: leeds@thornbaker.co.uk

Newcastle

Churchill House
12 Mosley Street
Newcastle Upon Tyne NE1 1DE
T: 0191 230 8070
F: 0191 230 8074
E: newcastle@thornbaker.co.uk

Bristol

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53-55 Queen Charlotte Street
Bristol BS1 4HQ
T: 0117 203 3444
F: 0117 239 3669
E: bristol@thornbaker.co.uk

London

3 Lloyd's Avenue
London
EC3N 3DS
T: 0203 036 0542
F: 0203 036 0607
E: london@thornbaker.co.uk

Nottingham (Head Office)

4th Floor, The Hub
40 Friar Lane
Nottingham NG1 6DQ
T: 0115 947 2005
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Chesterfield

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Chesterfield
Derbyshire S40 1PF
T: 01246 229 222
F: 01246 229 333
E: chesterfield@thornbaker.co.uk

Manchester

3 Hardman Square
Spinningfields
Manchester M3 3EB
T: 0161 833 4411
F: 0161 833 4114
E: manchester@thornbaker.co.uk



thorn baker
RECRUITMENT



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Email: recruit@thornbaker.co.uk Web: thornbaker.co.uk



GUIDANCE NOTES

We need this basic information to make sure we can communicate correctly with you and understand the type of position or temporary assignment you are looking for.

Please indicate the range of pay or salary you are seeking. Flexibility is important as you will only be offered positions or temporary assignments within this range.

This information helps us and the hirers in matching you with the requirements and location of the position or temporary assignment.

It is very rare, but on occasions we are asked by the hirers to contact someone on your behalf in the event of an emergency. We will only ever contact this person in these circumstances.

Only complete this section if you want to be considered for permanent positions.

Please make us aware of any other applications you have recently made; this will avoid any potential embarrassment or conflict of interest for both parties. We would not want to put you forward to a position where they may already have your application.

If you were to resign, please advise of your likely reaction should your current employer make a counter offer. This information helps us to obtain the best possible package/rate at a potential new employer.

PERSONAL DETAILS

Please complete in INK using BLOCK CAPITALS

Title: Mr/Mrs/Miss/Ms/other: _____ Forename(s): _____

Surname: _____

Address: _____

Post code: _____

Date of birth: _____ Mobile: _____

Home tel: _____ Email address: _____

Positions sought: _____

Preferred location: _____

Do you have a CV? Yes ☐ No ☐

If Yes, have you emailed it to us or attached it? Emailed ☐ Attached ☐

Preferred job status. Temporary ☐ Permanent ☐ Either ☐

Preferred hours: Days ☐ Afternoons ☐ Nights ☐ Part-time ☐ Term-time ☐ Weekends ☐

Salary/hourly rate required: _____

Do you have a current driving license? Yes ☐ No ☐

Do you have your own transport? Yes ☐ No ☐

Method of transport Car ☐ Motorbike ☐ Bicycle ☐

In case of an emergency, please provide details of someone to contact

Name: _____ Number: _____ Relationship: _____

Temporary work: I can commence work from: _____ Until: _____

Hours available: _____

Availability for interviews: _____

Permanent work: Notice required in current role: _____

Applications in progress: _____

What if your current Manager counter offers? _____

How did you hear about Thorn Baker? Advertisement ☐ Email/Newsletter ☐ Website/Search Engine ☐

Facebook ☐ Twitter ☐ Family or Friend ☐ Other: _____

GUIDANCE NOTES

Depending on your documentation you will be eligible to commence temporary work for Thorn Baker on an ongoing basis, or limited to 12 months after which time your documentation will need to be reviewed. Please ensure you complete the correct section. We need to check your documentation by law. If we are not interviewing you in person, if you are posting originals, please send by registered post as we cannot be held responsible for any loss or damage. We will always return original documentation by registered post immediately. Both we and the hirers are liable for fines of £10,000 per illegal worker so we take our responsibilities very seriously in this regard.

For ongoing provision to work, this can be any of the following documents or combination of documents **known as List A**.

- 1) A passport showing that you are a British citizen or a citizen of the UK and colonies having the right of abode in the UK
- 2) A passport or national identity card showing that you are a national of the European Economic Area (EEA) or Switzerland
- 3) A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or UK Border Agency (UKBA) provided you are a national of the EEA or Switzerland
- 4) A permanent residence card issued by the Home Office or UKBA provided you are a family member or person from an EEA country or Switzerland
- 5) A Biometric Immigration Document issued by the UKBA to the holder which indicates that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK
- 6) A passport or other travel document endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit in your stay in the UK

If you cannot provide any of the above, then you must provide one of the following combined with **an official document giving your permanent National Insurance Number and your name issued by a government agency or previous employer**

- 7) A **FULL** birth certificate issued in the UK, Channel Islands, The Isle of Man or Ireland which include the name(s) of at least one of your parents. [A SHORT birth certificate is not acceptable]
- 8) An Immigration Status Document issued by the Home Office or the UKBA with an endorsement indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK
- 9) A full adoption certificate issued in the UK, Channel Islands, The Isle of Man or Ireland which includes the name(s) of at least one of your adoptive parents
- 10) A certificate of registration or naturalisation stating you are a British citizen
- 11) A letter issued by the Home Office or the UKBA which indicates you are allowed to stay indefinitely in the UK

European Economic Area (EEA) countries are Austria, Belgium, Bulgaria*, Croatia**, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania*, Slovakia, Slovenia, Spain, Sweden, United Kingdom

Workers from countries marked * are known as A2 workers which means you are only able to work in the UK if you can provide a valid Accession Worker Authorisation document until 1st of January 2014. After 1st January 2014, workers from these countries will enjoy the same rights as those from the EEA.

Workers from countries marked ** are only able to work in the UK if you have a valid Accession Worker Authorisation document.

Upon receipt of original documents and in line with our duties under legislation we may contact the UKBA to verify the authenticity of the documents provided.

CONVICTIONS

Have you any unspent or pending convictions under the Rehabilitation of Offenders Act 1974? Yes ☐ No ☐

If you have ticked yes, please give details

It may be necessary in some roles to obtain a Criminal Records Bureau disclosure to check and validate information provided by you.

ELIGIBILITY TO ONGOING WORK IN THE UK

All candidates are required by UK legislation and the Employment Agencies Act to provide evidence of their eligibility to work in the UK. Guidance notes on the opposite page must be read before completing this section.

Please confirm what documentation you have provided

1) Document 1 to 6 from List A opposite:

Yes ☐ No ☐

If yes, tick which document you have provided

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

Please confirm expiry date of document:

2) If you cannot comply with the request above, you must be able to meet both the following requests

- Document giving your permanent National Insurance Number and your name issued by a government agency or previous employer

Please state:

Document 7 to 11 from List A opposite, please tick which one

7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐

GUIDANCE NOTES

For limited provision to work in the UK for up to 12 months, this can be any of the following documents or combination of documents, **known as List B**

- 1) A passport or travel document to show that you are allowed to stay in the UK and are allowed to do the type of work in question, provided it does not require the issue of a work permit
- 2) A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that you can stay in the UK and are allowed to do the work in question
- 3) A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency **when produced in combination with** either a passport or another travel document endorsed to show that you are allowed to stay in the UK and are allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same
- 4) A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country of Switzerland stating that you are permitted to take employment which is less than 6 months old. This will be verified by us with the UKBA Employer's checking Service
- 5) A residence card or document issued by the Home Office or the Border and Immigration Agency to confirm your status as a family member of a national of a European Economic Area Country or Switzerland
- 6) An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the you are permitted to take employment. This will be verified by us with the UKBA Employer's checking Service
- 7) An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to you with an endorsement indicating you can stay in the UK and are allowed to do the type of work in question, when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a government agency or a previous employer
- 8) A letter issued by the Home Office or the Border and Immigration Agency to you or Thorn Baker, which indicates that you can stay in the UK and are allowed to do the work in question **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a government agency or a previous employer

Upon receipt of original documents and in line with our duties under legislation we may contact the UK BA to verify the authenticity of the documents provided.

Please note that if you wish to amend bank details at any time it must be done in writing. Our staff are not allowed to take bank details verbally.

ELIGIBILITY FOR UP TO 12 MONTHS WORK IN THE UK (FROM THE DATE WE CHECK YOUR DOCUMENTS)

Please confirm what documentation,
or combination of documentation

you have provided from List B on the opposite page 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐

Please give details _____

BANK DETAILS

We pay by Bacs. Please provide your details below. Any changes in your bank details must be notified in writing. These details are for temporary work assignments only.

Bank name: _____

Sort code:

Account number:

Building society roll number: _____

Account holder name: _____

NATIONAL INSURANCE DETAILS

National Insurance Number:

We cannot pay you without your national insurance number.

GUIDANCE NOTES

Only complete Page 9 if you are registering with the Office & Professional Division or seeking permanent work.

It is important for us to fully understand your job requirements in all aspects. We want to place you in the right role with the right organisation. Please provide as much detail as you can, and we will discuss this with you during your interview.

These standard questions will be asked during your interview.

Only complete this section if you are registering with the Office & Professional Division or seeking permanent work.

In addition to the work references requested on Page 13 & 14, it can be beneficial to take further testimonials or references on you from existing or previous colleagues. This can give you an advantage over other candidates presented to our hirers.

YOUR JOB REQUIREMENTS

Ideal role: _____

Industry: _____

Ideal environment: _____

Companies interested in working for: _____

Companies not to approach: _____

INTERVIEW QUESTIONS

What motivates you? _____

Strengths: _____

Weaknesses: _____

What is the most important factor for you when getting a new role?
Please number from 1 to 5, with 1 being the most important, the following:

Challenge ☐ Location ☐ Advancement ☐ Money ☐ Security ☐

TESTIMONIALS & REFERENCES

Name: _____ Name: _____

Position: _____ Position: _____

Company: _____ Company: _____

Address: _____ Address: _____

Email Address: _____ Email Address: _____

Telephone number: _____ Telephone number: _____

GUIDANCE NOTES

Please provide as much information as possible. Be as specific as you can as to what subjects you studied and the results obtained. This will enable Thorn Baker to ensure the best possible match between your qualifications and potential assignments or positions which we may have.

These help to further match your skills with opportunities. Please provide copies of any relevant certificates with this application form.

HEALTH & SAFETY

We need to ensure that we do not place you in a position or on an assignment where we could potentially compromise your health and safety. Do you have any medical condition or disability which could render an assignment unsuitable.

Yes ☐ No ☐
Yes ☐ No ☐

Permission to disclose to client

If yes, please give details

PROFESSIONAL QUALIFICATIONS AND EDUCATION

Secondary education

<i>From/To</i>	<i>Name of school(s)</i>	<i>Examination results/Qualifications obtained</i>

Further education

<i>From/To</i>	<i>College/ University</i>	<i>Examination results/Qualifications obtained</i>

Vocational qualifications, e.g NVQ, RSA, Apprenticeships, City & Guilds (Please provide full details)

Skills cards, eg. CSCS/CPCS, JIB, Gas Safe, First Aid, SIA, RTITB.

(Please provide full details including type of card, registration number and expiry date)

GUIDANCE NOTES

We work to the highest possible standards. Legislation and the REC Code of Conduct require that we take a minimum of two satisfactory references. We also need to ensure that we comply with the requirements of the 2010 Agency Workers Regulations.

In practice, this means we need as much information about your previous work history as possible to enhance our ability to find you suitable work.

Please complete the adjacent page, continuing on page 15 if necessary, to ensure we have details of your last two year's work history as a minimum.

Pay particular attention to the detail provided on your most recent jobs, especially any temporary agency assignments you have attended in the last 3 months.

When taking a reference we send out a standard form that asks only for basic information. Your ability to demonstrate that you can provide a checkable work history increases the likelihood that we will be able to find suitable assignments or positions for you.

WORK HISTORY

Please provide as much detail as possible of your last 6 jobs or a minimum of 2 years work history including any temporary assignments. Please list your most recent roles first.

Date from: _____ Date to: _____ Company name: _____

If the role was through an agency please provide details here:

Name of agency: _____

Contact details: _____

Address: _____

Job title & responsibilities: _____

Salary/hourly rate: _____

Person you reported to: _____ Title of contact: _____

Telephone: _____ Email: _____

Reasons for leaving: _____

What did you enjoy most? _____

What did you enjoy least? _____

Date from: _____ Date to: _____ Company name: _____

If the role was through an agency please provide details here:

Name of agency: _____

Contact details: _____

Address: _____

Job title & responsibilities: _____

Salary/hourly rate: _____

Person you reported to: _____ Title of contact: _____

Telephone: _____ Email: _____

Reasons for leaving: _____

What did you enjoy most? _____

What did you enjoy least? _____

Date from: _____ Date to: _____ Company name: _____

If the role was through an agency please provide details here:

Name of agency: _____

Contact details: _____

Address: _____

Job title & responsibilities: _____

Salary/hourly rate: _____

Person you reported to: _____ Title of contact: _____

Telephone: _____ Email: _____

Reasons for leaving: _____

What did you enjoy most? _____

What did you enjoy least? _____

WORK HISTORY CONTINUED

Date from: _____ Date to: _____ Company name: _____

If the role was through an agency please provide details here:

Name of agency: _____

Contact details: _____

Address: _____

Job title & responsibilities: _____

Salary/hourly rate: _____

Person you reported to: _____ Title of contact: _____

Telephone: _____ Email: _____

Reasons for leaving: _____

What did you enjoy most? _____

What did you enjoy least? _____

Date from: _____ Date to: _____ Company name: _____

If the role was through an agency please provide details here:

Name of agency: _____

Contact details: _____

Address: _____

Job title & responsibilities: _____

Salary/hourly rate: _____

Person you reported to: _____ Title of contact: _____

Telephone: _____ Email: _____

Reasons for leaving: _____

What did you enjoy most? _____

What did you enjoy least? _____

Date from: _____ Date to: _____ Company name: _____

If the role was through an agency please provide details here:

Name of agency: _____

Contact details: _____

Address: _____

Job title & responsibilities: _____

Salary/hourly rate: _____

Person you reported to: _____ Title of contact: _____

Telephone: _____ Email: _____

Reasons for leaving: _____

What did you enjoy most? _____

What did you enjoy least? _____

GUIDANCE NOTES

We cannot offer our services unless the first declaration is signed. This demonstrates the integrity of the information you have provided and that you have read Part 2 of this registration pack.

For temporary assignments only, this is a personal preference on your behalf and if unsigned means we have to take steps to ensure you do not exceed an average of 48 hours work a week over a 17 week period.

For temporary assignments only, we have been able to negotiate a very competitive accidental death benefit with our insurers to provide a basic level of benefit.

DECLARATION

To be offered temporary work you MUST sign the first declaration where indicated. There are another two declarations which you may sign depending on your personal circumstances.

1. Declaration

I confirm that the information provided on this form together with any documents provided to Thorn Baker are both accurate and truthful and up to date. I also give you authority to seek references from my previous employers. I also confirm that I have read and understood, and agree to, Thorn Baker's policy documentation and guidance contained in the Candidate Registration Document Part 2 in relation to payment, holidays, health and safety, PPE, data protection, confidentiality, drugs and alcohol, insurance, pension provision, complaints procedure, requests for information and terms of engagement. For temporary assignments I agree to abide by Thorn Baker's terms of engagement. I consent to Thorn Baker providing my telephone number and name only to selected umbrella, payroll, pension and contracting companies.

Signed: _____

Date: _____

2. Opt-out of 48 hour week agreement

Definition: In this agreement 'working week' means an average of 48 hours in any 7 day period calculated over a 17 week reference period.

Restriction: The Working Time Regulations 1998 provide that agency workers will not work on an assignment with a hirer in excess of the working week unless the agency workers agree in writing that this limit shall not apply.

Consent: I agree that the working week limit shall not apply to assignments provided by Thorn Baker and to my average working time exceeding the 48 hours in any 7 day period.

Please sign below to confirm that you agree to the above opt-out.

Signed: _____

3. Accidental Death insurance

You shall be entitled to participate in the Thorn Baker Accidental Death Scheme which will cost you 98p per week. This amount will automatically be deducted on a weekly basis. The policy covers the Worker commuting to and from their place of work as well as at work and the cover includes*

£30000 in the event of accidental death £5000 child benefit (per child) £2000 executor expenses

£10000 funeral expenses £50000 in the event of an accident at work causing paraplegia

£125000 in the event of an accident at work causing quadriplegia.

In the event of accident causing one of the above 2 conditions, then various other hospital, rehabilitation, retraining and disability expenses are also covered to a maximum of £25000 for up to 2 years following the date of the accident.

*all the above are subject to normal policy terms and conditions

Any worker who elects to participate in the above scheme shall have the right to cancel or withdraw from participation subject to 5 days notice in writing. Such notice to be given to their normal Thorn Baker contact. Thorn Baker does not operate a refund policy for this scheme. Thorn Baker reserves the right in its absolute discretion to discontinue, vary or amend the scheme.

Please sign below to confirm that you wish to participate in the Accidental Death Scheme.

Signed: _____

GUIDANCE NOTES

This section is to be completed by a Thorn Baker representative.

INTERVIEWEE COMMENTS

TEST RESULTS

Copy typing: _____ wpm: _____ % error

Data entry: _____ **wpm:** _____ **% error** _____

Word:

Excel: _____

Spelling test: /16

GUIDANCE NOTES

This section is for use by Thorn Baker staff to confirm that they have checked your application and that you have completed it to the required standard. When that has been confirmed a copy of this form and your documents are electronically scanned. Any original documentation will be returned to you.

FOR OFFICE USE ONLY

Branch: _____ Division: _____

Date: _____

Candidate name: _____ D.O.B. _____

ID ☐

Personal details ☐

Convictions ☐

Eligibility ☐

Bank details ☐

H&S ☐

Professional qualifications and education ☐

Work history ☐

Declaration 1 ☐

Declaration 2 ☐

Declaration 3 ☐

Ready for scanning/Adapt input - Declaration by Thorn Baker representative

I hereby confirm that the candidate has signed the declaration and that Part 2 of the registration pack has been provided to the candidate. I also confirm that all documents retained by Thorn Baker together with a copy of the original forms of ID used for eligibility to work in the UK requirements are attached ready for scanning. I also confirm that, where relevant, any photographic ID bears a true resemblance to the person I have engaged.

Name of Thorn Baker representative (Block capitals)

Signature: _____

Date: _____



Office & Professional • Industrial • Construction • Sales • Estates, Facilities & Maintenance • Technical & Engineering

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