



Name:
Applicant No:
Date:

Passport Photo
<i>(If applicable)</i>

Construction APPLICATION FORM

Inside Right is committed to supporting all their workers, protecting them from any form of exploitation and operating in accordance with UK legislation.

As part of this commitment we inform all new recruits that it is against UK law to ask workers to pay anything in order to gain work in the UK. As of April 2009 this also extends to paying money to people outside of the UK to gain work in the UK. Inside Right does not utilise or associate with companies in or outside the UK who charge workers to help gain employment.

For this reason we would ask workers who have been asked to pay any money to any individual, company or agency to enable them to find work with Inside Right, to inform us below or if you prefer you can inform Inside Right directly by calling our Workers Support Team on 01902 21 27 58. Please supply full details of any such payments and who you have paid monies to and leave your contact information.

I hereby confirm I have not paid any monies to Inside Right or any company associated to Inside Right to gain employment in the UK and agree to inform Inside Right should I be approached by any person in the future asking for similar requests. I understand I may have to pay UK government agencies such as the Home Office to gain a workers permit in the UK which I am required to pay a fee for, Inside Right may apply for this on my behalf and request the required fee.

Signed _____ Print Name _____

Dated _____

I have been charged to gain work in the UK below are all the detail of the charge and the person I have paid:

Name of person I paid : _____

Name of Agency I paid : _____

Date paid : _____

Amount paid in GBP: £ _____

Address of person or agency I paid : _____

Contact telephone numbers and email for the person or agency I paid : _____

I hereby give Inside Right permission to contact the above to follow investigate on my behalf.

Signed _____ Print Name _____

Dated _____

Personal Details**MANDATORY, PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS**

Surname (Mr/Mrs/Miss/Ms) _____

Forenames _____

Permanent address _____

_____ Postcode _____

Telephone (home): _____ (mobile): _____

Email address: _____

Your Payslip will be emailed to this address.

Sex: _____ Date of Birth: _____

Alternative/Next of Kin: _____

Contact Name: _____ Relationship: _____

Contact Address: _____

_____ Contact No: _____

National Insurance Number: Do you hold a full current UK driving licence? YES NO

Give details of any endorsements: _____

Do you have regular use of a car motorcycle bicycle Do you have any convictions, other than those spent? YES NO

(if 'YES') please give details: _____

Are you a Student? YES NO P38 Completed: YES NO

Nationality (this information is 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 require a work permit? YES NO

If yes, what type and expiry date: _____

Banking Details

Bank/Building Society: _____ Account No: _____

Sort Code: _____ Building Society Reference No: _____

Name of Account Holder: _____

Is this your personal account? YES NO Pay Type: PAYE Composite Company Ltd Company

Signature: _____ Date: _____

Work Requirements

Work you are prepared to carry out: (Please tick)

Bricklayer		Carpenter		Electrician		Dryline	
Plumber		Painter		Plasterer		Labourer	
Joiner		Steel Fixer		Foreman		Ground Worker	
Plant Operative		Site Manager		Site Engineer		Contracts Manager	
Other							

Please indicate days and hours that would suit you better: (Please tick)

MON		TUES		WED		THURS		FRI		SAT		SUN	
DAYS		EVENINGS			NIGHTS			ROTATING SHIFTS					

Other information relevant to your application: _____

Qualifications & Experience

Professional Qualifications

Name of Professional Body	Membership Grade	Was Membership gained by examination	Date

Further/Secondary Education

Name of School/College	Subject	Qualification (GCE, CSE, GCSE etc.)	Grade	Date

Employment History

Previous Employer

Name of Previous Employers	Position Held	To	From	Salary/Rate of Pay	Reason For Leaving

Recent Assignments

Agency	Client	Contact	Job Type	Pay Rate

Referees

Please give name of present employer and next most recent employer. College/School leavers should give the name of lecturers/teachers as appropriate.

If this is not possible, please give names of persons best able to write a reference in support of your application.

You should not give friends/relatives as referees.

Referee 1

Company:_____
Name:_____
Position:_____
Address:_____

Postcode:_____
Tel No:_____
Dates of Employment:_____

Referee 2

Company:_____
Name:_____
Position:_____
Address:_____

Postcode:_____
Tel No:_____
Dates of Employment:_____

48 Hour Waiver

The Working Time regulations 1998 ('the regulations') require the Company to limit your average weekly working time to 48 hours unless you agree with the company that the limit shall not apply to you.

The Company wishes to have an agreement with you. It proposes an 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 to whom you usually report 3 month's written notice

Under the Regulations, the Company must keep records relating to your 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 below. This document will then be a record of agreement between you and the Company.

Signed _____ Date: _____

Print Name _____

Registration Checklist

THE FOLLOWING MUST BE COMPLETED BEFORE PUTTING INTO WORK

Application form completed and declaration signed

Proof of Identification photocopied, signed and dated

Proof to work in UK photocopied, signed and dated (Visa, Work Permit)

Terms and Conditions for Temporary workers issued & signed

Health Assessment questionnaire completed & signed

Banking details completed

Working Time Regulations waiver signed

Manual Handling Regulation Handout given *

CSCS Card photocopied, signed and dated*

CIS Card photocopied, signed and dated*

References

1. Sent	<input type="checkbox"/>	Received	<input type="checkbox"/>
2. Sent	<input type="checkbox"/>	Received	<input type="checkbox"/>

Driving Licence checked, photocopied, signed & dated *

P46/P38 Completed or P45 received

Ultra staff completed *

*** - If Applicable**

Name: _____ Date of Completion: _____