



## Registration Form

The information requested within this form is solely intended to assist MiddletonMurray Recruitment Solutions ("MiddletonMurray") to meet their legal requirements and in order to provide you with recruitment services. MiddletonMurray is registered with the Data Protection Commissioner and warrants to comply with the Data Protection Act 1998.

### Personal details and requirements

<b>TITLE:</b>		<b>FORENAME:</b>		<b>FAMILY NAME:</b>	
<b>GENDER:</b>		<b>DATE OF BIRTH:</b>		<b>PLACE OF BIRTH:</b>	
<b>AGE:</b>		<b>NATIONALITY:</b>			
<b>ADDRESS:</b>				<b>POST CODE:</b>	
<b>POST CODE:</b>		<b>HOME TEL:</b>		<b>MOBILE:</b>	
<b>EMAIL(S)</b>					
<b>DRIVING LICENCE?</b>		<b>CONVICTIONS</b>		<b>CAR OWNER?</b>	
<b>EMERGENCY CONTACT NUMBER AND NAME</b>					
<b>EARLIEST START DATE</b>		<b>NOTICE PERIOD</b>		<b>PLANNED HOLIDAYS</b>	
<b>CV SUPPLIED ON LINE?</b>		<b>WHERE DID YOU HEAR ABOUT MIDDLETONMURRAY (ie. Walk in, Website etc)?</b>			

### The Placement You Are Looking For

<b>Nature of placement:</b>	<b>Temp</b>	<b>Y</b>	<b>N</b>	<b>Perm</b>	<b>Y</b>	<b>N</b>	<b>Part-time</b>	<b>Y</b>	<b>N</b>	<b>Full-time</b>	<b>Y</b>	<b>N</b>
<b>Location required:</b>												
<b>Type of Work required:</b>				<b>Industry:</b>								
<b>Salary expectation:</b>				<b>Hourly / Daily Rate</b>								

### Eligibility to work in the UK

Under the Immigration and Asylum Act 1999 we are obliged to verify that all of our candidates are entitled to work in the UK and no placement can take place until this has been verified.

**Please choose which of the following options best describes your entitlement to work in the UK:**

<b>UK/EC passport holder</b>	<input type="checkbox"/>
<b>Commonwealth citizen with UK partiality</b>	<input type="checkbox"/>
<b>Non-EEC passport holder, with Right of Abode or Permanent Resident Status</b>	<input type="checkbox"/>
<b>Commonwealth Citizen with Working Holiday visa</b>	<input type="checkbox"/>
<b>Work permit (if so, who is your employer)</b>	<input type="checkbox"/>
<b>Other – please specify</b>	<input type="checkbox"/>

You may provide any of the following documentary evidence to support your entitlement: A P60, P45 or payslip accompanied by your passport or birth certificate. If you are unable to produce any of the above please provide the reason for this using the space below.

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Employment history				
<b>Current or most recent employment</b>	<b>From</b>		<b>To</b>	
<b>Company Name</b> (if agency please provide details and contact name)				
<b>Address</b>			<b>Telephone Number</b>	
<b>Position held and brief description of duties</b>				
<b>Reason for Leaving</b>			<b>Salary</b>	

<b>Previous Employment</b>	<b>From</b>		<b>To</b>	
<b>Company Name</b> (if agency please provide details and contact name)				
<b>Address</b>			<b>Telephone Number</b>	
<b>Position held and brief description of duties</b>				
<b>Reason for Leaving</b>			<b>Salary</b>	

<b>Previous Employment</b>	<b>From</b>		<b>To</b>	
<b>Company Name</b> (if agency please provide details and contact name)				
<b>Address</b>			<b>Telephone Number</b>	
<b>Position held and brief description of duties</b>				
<b>Reason for Leaving</b>			<b>Salary</b>	

<b>Reason for any gaps in employment: Study/Child Care/Travel/Other please specify</b>

Employment References				
Please provide contact details of at least two persons, starting with your most recent job, to whom we may apply for a reference. Please note that completion of the information requested within this section will amount to your consent to approach the referees named below, and that we may forward those references to potential hirers if requested to do so unless you indicate otherwise.				
Referee 1			Referee 2	
<b>Name</b>			<b>Name</b>	
<b>Position</b>			<b>Position</b>	
<b>Company</b>			<b>Company</b>	
<b>Address</b>			<b>Address</b>	
<b>Phone</b>			<b>Phone</b>	
<b>e-mail</b>			<b>e-mail</b>	
<b>Permission to contact</b>	Y	N	<b>Permission to contact</b>	Y      N
<b>If no, reason</b>			<b>If no, reason</b>	

### Colleague References

We want to make your CV stand out from the crowd. People you have worked alongside often understand the day to day nature of your role better than a manager. Please list below the contact details for 2 current or previous colleagues who can give a testimonial about your ability.

Colleague Referee 1		Colleague Referee 2			
<b>Name</b>		<b>Name</b>			
<b>Position</b>		<b>Position</b>			
<b>Company</b>		<b>Company</b>			
<b>Address</b>		<b>Address</b>			
<b>Phone</b>		<b>Phone</b>			
<b>e-mail</b>		<b>e-mail</b>			
<b>Permission to contact</b>	Y	N	<b>Permission to contact</b>	Y	N
<b>If no, reason</b>			<b>If no, reason</b>		

### Other information

Are you currently suffering from any medical condition(s) which may impair or affect your ability to work or which require special conditions of work	Y	N
If you have answered YES, to the previous question, please explain how your medical conditions(s) may impair or affect your ability to work or any special conditions required	Y	N
If you have answered YES, to the previous question, please explain how your medical conditions(s) may impair or affect your ability to work or any special conditions required	Y	N
Are you currently suffering from any medical condition(s) which may impair or affect your ability to work or which require special conditions of work	Y	N
If you have answered YES, to the previous question, please explain how your medical conditions(s) may impair or affect your ability to work or any special conditions required		
Approximately how many days absence, if any, due to sickness have you had during the last 12 months months?		
If necessary do you object to being examined by a suitably qualified independent medical practitioner?	Y	N
If necessary do you object to providing us with a fitness certificate from your General Practitioner (Doctor)?	Y	N
Would you object to a drug/alcohol test?	Y	N
Do you have any convictions other than for minor road traffic offences or those that are spent?	Y	N
If YES, please provide details		

### Declaration

1. I confirm that I have read and understood the contents of this form, that the information provided herein and in my CV is correct and that it is my responsibility to notify MiddletonMurray Ltd in the event that any of those details change.
2. I give my consent to MiddletonMurray to take up references from the referees supplied and if necessary to conduct screening checks on my background.
3. I consent to MiddletonMurray holding and processing the information I have provided for the purposes of locating the most suitable placement for me and for the provision of recruitment services and this may include disclosing my details to potential hirers or any other relevant party.
4. I confirm that I have approached MiddletonMurray to find me employment and that they have not approached me.
5. I do not object to my photograph being taken and presented to MiddletonMurray clients as part of my profile.

<b>SIGNED</b>		<b>DATE</b>	
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### The Working Time Regulations – Opt-out Agreement

I agree that the limit on weekly working time set in Regulation 4 (i) of the Working Time Regulations 1998 should not apply to me. I understand this agreement in relation to Working Time Regulations 4 (i) can be terminated by giving not less than 1 month notice in writing to MiddletonMurray

There are some job sectors where opt out is not permitted – MiddletonMurray will advise where this is applicable when providing the assignment

**Signature**

The Working Time Regulations 1998 entitles you to 4 weeks paid annual leave. Please note that if you enter into a contract with MiddletonMurray as a PAYE candidate, the contract will set out rates of pay quoted and terms relating to holidays and holiday pay

If you are in doubt about any of the above content please contact your consultant before signing

### Bank Details (Temps only)

**Bank Name**

**Bank Branch**

**Branch Address**

**Account Name**

**Account Number**

**Sort Code**

**N.I.Number**

I agree that MiddletonMurray will make any payments due to me into the above account by BACS

**Signature**