



Registration Form

Please complete, sign and return with relevant documents by post or in person to: **MBI Recruitment Limited**
(If applying in person please go to the main reception at Limehouse Court)

**2nd Floor, Custom House
Limehouse Court
3-11 Dod Street
London, E14 7EQ**

Section 1 – Personal Details*		
Surname:	Maiden Name (if applicable):	
Forenames:		
Title:	Date of Birth:	
Address:		
Postcode:		
Telephone (home):	Telephone (work):	
Telephone (mobile):	Email address:	
Nationality:	Social Security / Identity Number**	
Passport Number:	Passport expiry date:	(Non EU Nationals Only)
Do you require a Work Permit? Yes <input type="checkbox"/> No <input type="checkbox"/> (pls tick)	Type of visa currently held:	(Non EU Nationals Only)
Profession:	Grade / Level:	

*If your name has ever changed, or if your address has changed in the last three years, please include details under Additional Information (page 3)

**N.I. number (UK only) / Medicare number (Australia) / I.D. number (South Africa) / PPS number (EIRE)

Section 2 – Emergency Contact (person to be contacted in case of emergency, i.e. next of kin)	
Name:	Relationship to you:
Telephone (day):	Telephone (evening):

Section 3 – Checklist
Please ensure you enclose original documents (or bring in person) as detailed below. We will return your documents same day by recorded delivery. Please tick those that are included:
<input type="checkbox"/> Full CV (can be sent separately or via email)
<input type="checkbox"/> Right to work in the UK – Passport or valid document/s detailed on pages 5 & 6 (as required by section 8 of the Asylum and Immigration Act)
<input type="checkbox"/> Identification*** (if providing a Passport this will meet both the requirement of Right to Work as well as Identification)
<input type="checkbox"/> Copies of qualifications and certificates***
<input type="checkbox"/> CSCS certificate*** (where applicable)
<input type="checkbox"/> Minimum of 2 references (see Section 4)

***Please contact your Consultant at MBI Recruitment if you are unsure of this requirement

MBI Recruitment will hold and process your personal information given during the application process for recruitment purposes only. Occasionally we may contact you raise awareness of further opportunities or offers of further work. You can contact us at any time to have your details removed from our database files and / or to be asked not to be re-contacted.

Section 4 – References

These must be Senior Managers from your last 2 employers, **not** colleagues.

Name:	Name:
Company:	Company:
Position:	Position:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Fax:	Fax:
Email:	Email:

Section 5 – Health Declaration

Please indicate if you have ever suffered from any health problems that may affect your ability to perform the job you are applying for:

Section 6 – Equal Opportunities Monitoring

MBI Recruitment is an Equal Opportunity Recruitment Agency. We therefore ensure all applicants are submitted for vacancies based solely on the basis of merit. In order to monitor the effectiveness of our policy, we ask all applicants to provide the information requested below. We thank you for your co-operation. This information will be assessed at appropriate times to ensure we are adhering to our equal opportunity policy.

Please tick the appropriate box:

Male Female Age group: 16-20 21-35 36-49 50+

I consider myself to have a disability: Yes No (specify only if you wish)

Please ensure you read all the categories listed below and tick the appropriate box that best describes your ethnic origin. As this could be the origin of your antecedents, it is not necessarily the same as nationality.

Specify only if you wish:

White:	<input type="checkbox"/> British	<input type="checkbox"/> European	<input type="checkbox"/> Any other White background (specify only if you wish)		
Mixed:	<input type="checkbox"/> White & Black African	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Any other Mixed background (specify only if you wish)	
Asian or Asian British:	<input type="checkbox"/> Indian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Japanese	<input type="checkbox"/> Any other Asian background (specify only if you wish)
Black or Black British:	<input type="checkbox"/> African	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Any other Black background (specify only if you wish)		
Any other Ethnic group:	<input type="checkbox"/> (specify only if you wish)				

Section 7 – Additional Information

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Section 8 – Health & Safety Policy for Contract / Temporary Workers

MBI Recruitment is committed to treat all candidates with respect and to act in their best interests. It is therefore important that we take all reasonable steps to ensure your health, safety and welfare whilst visiting our offices and, as far as is practically possible, working on our Client's premises. Please note, however, that it is the ultimate responsibility of the Client to provide you with a work environment that complies with current Health & Safety regulations.

It is your responsibility to look after your own health, safety and welfare, and that of others by doing the following:

- Complying with any induction and task training, supervision and requirements of any relevant risk assessments
- Ensuring that any Personal Protective Equipment (PPE) provided by the Client is used in accordance with the instructions given by the Client
- Only carrying out tasks that you are trained for and competent to carry out, having been employed for by the Client and having been authorised to undertake within the agreed premises or area of work
- Familiarising yourself with the Client's Health & Safety Policy, Fire and Evacuation procedures and First Aid procedures
- Ensuring that you co-operate with the Client's Fire and First Aid procedures
- Notifying MBI Recruitment of any changes in your personal circumstances that could affect your ability to work, or that may put yourself or others at risk within the workplace
- Taking care of company property entrusted to you, and behaving in a professional manner towards colleagues and the working environment
- Reporting any defects in plant or equipment to your immediate supervisor and ensure that plant and equipment is in a safe and secure state when unattended
- Reporting all incidents that could result in personal injury or property damage to the Client and your consultant at MBI Recruitment
- Reporting any personal work related injury or disease to the Client and to your consultant at MBI Recruitment
- **It is very important the you notify MBI Recruitment if you are or become pregnant as certain equipment and conditions may affect the safe development of you baby**

Section 9 – Declaration

The information I have provided on this Registration Form is, to the best of my knowledge and understanding, correct and I have omitted no relevant details. I understand that a medical check may be necessary and I will inform MBI Recruitment of any changes to my medical status. I also understand that by giving any false information during the registration process may result in the termination of my Contract for Services (only if applying for Contract / Temporary Work)

- I understand, agree and confirm that I have registered / re-registered with MBI Recruitment by my own choice
- I understand, agree and confirm that should any of my personal details change I agree to inform MBI Recruitment immediately
- I give my permission for my details to be stored on MBI Recruitment's database files
- I confirm that I have read and understood the information contained within the application form, including the Health & Safety policy (for Contract / Temporary workers only)
- I understand that MBI Recruitment has no obligation to find me employment
- I understand that I have no obligation to accept offers of work from MBI Recruitment
- I understand, agree and confirm that I am not an employee of MBI Recruitment and never have any intention of becoming an employee of MBI Recruitment
- I understand, agree and confirm that upon accepting a position or work through MBI Recruitment, I am under the supervision, control and direction of the Client or Employer at all relevant times

Signed:

Date:

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Important Notice: Changes to the Law on Preventing Illegal Workers

Amendments to documents checks under section 8 of the Asylum and Immigration Act 1996, coming into force on 1 May 2004

All potential work seekers must be asked to provide proof of their British citizenship or their right to work in the UK. Recognised documents are either:

One of the following original documents:

- A British Passport or a passport showing a right of abode in the UK.
- A national passport or national identity card from a European Economic Area (EEA) country or Switzerland.
- A residence permit issued by the UK to a national from an EEA country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as the family member of a national from an EEA country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work being offered, if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

OR **Two** of the following original documents in the combinations **A OR B** given below:

Combination A

A document giving the person's permanent National Insurance (NI) Number and name e.g. - P45, P60, NI card or letter from a Government agency

Plus one of the following original documents:

- A full birth certificate issued in the UK, which includes the names of the holder's parents.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- A certificate of registration or naturalisation stating that the holder is a British citizen.
- A letter issued by the Home Office which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A letter issued by the Home Office which indicates that the person named in it can stay in the United Kingdom; and this allows them to do the type of work the employer is offering.
- An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay in the United Kingdom; and this allows them to do the type of work that the employer is offering.

OR **Combination B**

A work permit or other approval to take employment that has been issued by Work Permits UK.

Plus one of the following original documents:

- A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question.
- A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

Employing Nationals from the European Economic Area

Nationals from the European Economic Area (EAA) countries can enter and work in the UK without any restrictions just like British citizens. The same is also the case for their immediate family members.

The following countries are part of the EAA:

Austria*, Belgium*, Denmark*, Finland*, France*, Germany*, Greece*, Iceland, Ireland*, Italy*, Liechtenstein, Luxembourg*, Netherlands*, Norway, Portugal*, Spain*, Sweden* and the United Kingdom*

*Also a member of the European Union.

On 1st May 2004 a further ten countries joined the European Union and also became part of the EAA. These are:

Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia and Slovenia

Nationals from the above ten countries are now free to come and work in the UK since the 1st May 2004, though with the exception of Cyprus and Malta, workers will be additionally required to register with the Home Office if they plan to work for more than one month for an employer in the UK.

Once employment has been found for a worker, i.e. an offer of work from one of our clients, rather than just registering with MBI Recruitment, we will:

- Advise the worker to register with the Home Office and in the case of temporary workers, provide a contract as evidence of employment for the Home Office. For permanent employment, your future employer will be the one providing the contract.
- Request a copy of the completed application form prior to a temporary worker sending their application to the Home Office. Please note that we are legally required to retain a copy of an application form and failure to do could result in a criminal conviction for us. Again for permanent employment, your future employer will be the one requesting a copy. Application forms are available at: www.workingintheuk.gov.uk, in the Forms section (Form WRS).
- Retain a copy of the registration certificate which will be sent directly from the Home Office once they have successfully registered the temporary worker. Likewise for permanent employment, your future employer will receive the registration certificate.