

WORK SEEKERS REGISTRATION FORM – RISE RECRUITMENT LTD

The following section (1-3) must be completed by all work-seekers

Full Name:	
Date of Birth:	
Address:	
NI number:	
Nationality:	
Mobile number:	
Email address:	

Do you need a work permit to work in the UK?			
Disability: Section 1 of the of the Disability Discrimination Act defines a person as having a disability if he or she has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities.			
Do you have a disability?		If so please provide details:	
Criminal Convictions: Do you have any criminal convictions not yet spent under the Rehabilitation of Offenders Act 1974?			
Yes/No		Details if Yes:	

References: Please provide reference details for you last 2 employers.			
Do you provide permission for us to contact these referees?		Yes/No	
Company name:		Company name:	
Your job title:		Your job title:	
Start date		Start date	
End date:		End date:	
Referees name:		Referees name:	
Location:		Location:	
Email address:		Email address:	
Tel Number:		Tel Number:	

Declaration

- I declare that the details given by me on this application form are correct to the best of my knowledge and belief
- I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of the assignment
- I understand that information given on this form will be processed by a computer and used for registration purposes under the Data Protection Acts 1984 and 1998
- I confirm that I have read and understand the terms & conditions as laid out by Rise Recruitment for the purposes of registration. I also confirm that I agree to all of the terms & conditions therein and that any information I have given is true to the best of my knowledge.
- By signing this declaration you are “opting in” and agreeing to clauses 1-8 and terms 9-16 as described in the statement of general terms and conditions (attached above)
- You agree to allow us to contact you via phone and email and send your details to our clients when appropriate
- You hereby give consent for your personal data to be included on a database and to its use in order to secure employment/temporary assignments
- You hereby give consent for your CV, references, Identification documents, Right to Work documents, qualifications and other required documentation to be supplied to potential employers when requested

Your signature:

Type name if completing by email:

Date:

STATEMENT OF GENERAL TERMS & CONDITIONS

The Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the “Regulations”) governs the conduct of the recruitment industry. As such it establishes a framework of minimum standards which work-seekers and hirers can expect.

As a consequence, Rise Recruitment is required to have agreed terms in place with any person (“Work-seeker”) who wishes to use Rise Recruitment to help find them either permanent or temporary/contract assignments. This document and the application form detail those terms and also include the mandatory information required by Rise Recruitment to register Work-seekers and enable it to provide Work-finding services. **You should retain a copy of this document for your records.**

GENERAL

1. Rise Recruitment will work as both an Employment Business (contract and temporary recruitment) and/or an Employment Agency (permanent recruitment), unless otherwise stated
2. It is agreed that Rise Recruitment will look for both permanent and/or contract/temporary positions of all levels/types within an office environment and with Rise Recruitment Clients
3. The work seeker agrees that Rise Recruitment have permission to forward their CV or personal data to a client.
4. Should an incorporated Work-seeker be offered a contract/temporary role then it will be under a contract ‘for’ services with associated terms and conditions
5. Limited Company contractors are not entitled to any paid period of absence
6. Should Rise Recruitment be successful in finding potential work for the Work-seeker, the Work-seeker agrees to give Rise Recruitment confirmation (and where necessary copies or evidence of) any training, qualifications or authorisation considered necessary by the Hirer, or required by law, to undertake said work and confirmation that they agree to undertake said work
7. The Work-seeker agrees to provide two recent professional references to Rise Recruitment, from persons not related to the Work-seeker, and agrees that Rise Recruitment may disclose or provide copies of these references to a 3rd party at any time
8. Where a contract is issued the Work-seeker agrees to provide Rise Recruitment with correctly authorised timesheets
9. Any variation to these terms must be agreed by all parties in writing before they take effect

OPTING IN

Work-seekers who have not ‘opted-out’ to the Regulations and any Work-seekers seeking permanent employment must agree to clauses 1-8 above and the following terms (9-16), before Rise Recruitment can offer them Work-finding services of any kind:

10. I agree that, where agreed, Rise Recruitment may act on my behalf and enter into agreements with potential clients or Hirers to facilitate work-finding services
11. Where a contract is issued, where necessary, Rise Recruitment will pay contractors/temporary workers on receipt of both a valid timesheet and invoice (where relevant) for the related period; regardless of receipt of payment from the end client or Hirer

12. Where statutory payments and leave entitlements are due (i.e. 28 days leave per annum, pro rata, under PAYE) these will be paid only after notification to Rise Recruitment and authorisation from the Client
13. Where a contract is issued, the reciprocal notice periods will be immediate where a breach or termination of client or Hirer contract occurs, and 4 weeks in all other instances except where a different period is agreed in writing
14. Rise Recruitment would expect to achieve the statutory minimum wage as the expected minimum rate of remuneration
15. Remuneration will be paid either; a) weekly b) fortnightly or c) monthly, dependent on the situation
16. Work-seekers also agree to present either copies of or originals of any of the following identification documents: passport, driving licence, birth certificate (or any other document which provides evidence of the work-seeker's identity)

OPTING OUT

Incorporated Work-seekers (Limited companies) who wish to 'opt-out' as per Regulation 32 (9) may do so, as long as they are eligible under the terms of the Regulations. If you wish to opt-out, none of the Regulations will apply however you must comply with the following clauses a-d, as well as clauses 1-8 above:

- a) Both the Limited Company and any individual contractors of that Limited Company agree to opt-out
- b) You must disclose full details of your Limited Company (TBA is not acceptable), as all the information on the Certificate of Incorporation will be required (Registered Name, Address and Number)
- c) You may not opt-out if you will be working with those under 18 or 'vulnerable' as defined by the Regulations
- d) You may not opt-out if you are to be engaged under PAYE terms

GLOSSARY

Employment Agency	An agency offering introductions for permanent recruitment.
Employment Business	An agency offering contract/temporary recruitment.
Hirer	The person to whom workers are supplied or introduced.
Work-finding services	Services provided by an agency in order to help work-seekers find work.
Work-seeker	Individuals looking for work (either contract/temporary or permanent), limited companies (including contractors) and composite and umbrella companies.
Related	The father, mother, stepfather, stepmother, son, daughter, stepson, stepdaughter, grandmother, grandfather, grandson or granddaughter, or; the brother, sister, uncle, aunt, niece or nephew (full or half blood or by affinity) of that person or of that person's spouse or former spouse, and includes, in relation to a person who is living with a another person as husband and wife, any person who would fall within these categories if the parties were married to each other.
Rise Recruitment	Rise Recruitment Limited, trading as Rise Recruitment.
Opt-in	Work-seekers wishing to look for work within the Regulations.
Opt-out	Work-seekers wishing to look for work without the Regulations.
The Regulations	<i>Conduct of Employment Agencies and Employment Businesses Regulations 2003</i> - © Crown Copyright 2003. The Regulations may be viewed in full at: http://www.legislation.hmso.gov.uk/si/si2003/20033319.htm A print version is also available and is published by The Stationery Office Limited as The Conduct of Employment Agencies and Employment Businesses Regulations 2003 , ISBN 011048374X.