



Application Form

(Please complete this form using BLOCK CAPITALS)

SECTION 1: Personal details

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> (please tick as appropriate)			
First name:		Second name:	
Surname:			
Address:			
Post code:		<input type="text"/>	
Telephone:	Home:	Mobile number:	Work:
E-mail (Home):		E-mail (Work):	
Date of birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	(please tick as appropriate)
National Insurance Number: <input type="text"/>			
Marital status:	Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Seperated <input type="checkbox"/> Partnered <input type="checkbox"/>	(please tick as appropriate)	
Driving Licence: Yes <input type="checkbox"/> No <input type="checkbox"/>	Type: Full <input type="checkbox"/> Provisional <input type="checkbox"/>	(please tick as appropriate)	

SECTION 2: Contact details

Contract starts:			
Full:	Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Hourly <input type="checkbox"/> Daily rate <input type="checkbox"/>	(please tick as appropriate) £ : p	
Minimum salary:	Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Hourly <input type="checkbox"/> Daily rate <input type="checkbox"/>	(please tick as appropriate) £ : p	
Frequency of payment:	Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Will be governed by receipt of cleared funds from your agency		

SECTION 3: Verification of right to work

Please indicate which documents you are enclosing. We require a COPY of one of the following documents that verifies your right to work in the UK before processing your application.

P45:	Enclosed <input type="checkbox"/> To follow <input type="checkbox"/> Unavailable* <input type="checkbox"/>	(please tick as appropriate)
*In the absence of a P45 a signed P46 must be sent:	Enclosed <input type="checkbox"/> To follow <input type="checkbox"/>	(please tick as appropriate)
Copy of British Passport:	Enclosed <input type="checkbox"/> To follow <input type="checkbox"/>	(please tick as appropriate)
Other Passport with entitlement to work:	Enclosed <input type="checkbox"/> To follow <input type="checkbox"/>	(please tick as appropriate)
Other Passport & Cert. & letter from IND:	Enclosed <input type="checkbox"/> To follow <input type="checkbox"/>	(please tick as appropriate)
Other Passport & Cert. of naturalisation:	Enclosed <input type="checkbox"/> To follow <input type="checkbox"/>	(please tick as appropriate)
Copy of last payslip from previous employer showing NI Number:	Enclosed <input type="checkbox"/> To follow <input type="checkbox"/>	(please tick as appropriate)
Copy of NI number card:	Enclosed <input type="checkbox"/> To follow <input type="checkbox"/>	(please tick as appropriate)

SECTION 3:

Bank details A

Bank:	
Address:	
Sort code (6 digits): <input type="text"/>	Account number (8 digits): <input type="text"/>
Building society reference number (16 digits): <input type="text"/>	
Name of account holder/s:	

Bank details B

Bank details for loan payments (if required to be separate from PAYE):	
Address:	
Sort code (6 digits): <input type="text"/>	Account number (8 digits): <input type="text"/>
Building society reference number (16 digits): <input type="text"/>	
Name of account holder/s:	

SECTION 4:

Agency/invoicing details

Current client/agency name:	
Current client/agency address:	
Post code: <input type="text"/>	
Telephone:	Fax:
Agency contact name:	Job title:
Agency contact telephone number:	Agency contact fax number:
Invoicing frequency required by your agency:	Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> (please tick as appropriate)
How did you hear about our services? Referred by:	
Web site:	Advertisement in:
Other (please specify):	

I declare that the information given is accurate and that I have not wilfully withheld any information that would disqualify my application. I am entitled to work in the UK and enclose a copy of supporting documentation as indicated in SECTION 3: Verification of right to work.

Signature:

Date:

PLEASE RETURN IN THE ENCLOSED ENVELOPE OR FAX TO: 01481 731 375

Payscheme Plus, The Old Brewery, Hille Business Estate, 132a St Alban's Road, Watford WD24 4AE

Office use only