

TRAINING COURSES ATTENDED please provide us with copies of your cards/certificates

Dates (from-to)	Course Title	Topics Covered / Qualification

EMPLOYMENT HISTORY Please list at least last three employers and provide CV for full details

Name and Address of Employer/Recruitment Agency	Dates of Employment	Job Title	Brief Description of Duties

REFERENCES Please provide us with two references , one of which should be your current or most recent employer

Contact Name:	Contact Name:
Company:	Company:
Position/Title:	Position/Title:
Address:	Address:
Email:	Email:
Telephone:	Telephone:
May we contact this person now? YES NO	May we contact this person now? YES NO

PAYROLL INFORMATION If applicable, please provide us with details of your preferred method of payment below:

To be paid directly by Crane & Plant World on a **PAYE** basis please provide us with your details below:

Bank Name and Address:	Account Number:
	Sort Code:
Name of Account Holder:	Building Society Ref No: (if applicable)

If this is not your account, please sign below and confirm the name of the account holder and their relationship to you:

Name:	Relationship:
Signature:	Date:

If you have your own **LIMITED COMPANY** please provide details below *(conditions apply, please also speak with a Crane & Plant World representative):*

Company Name:	Registered Address:
Company Reg No.	
VAT Reg Number:	
Company Bank Name:	Company Account Number:
Company Account Nam	Sort Code:

To be paid through an **INTERMEDIARY/UMBRELLA COMPANY** please provide us with their details below:

Company Name:	Contact Name:
Telephone Number:	Method of Payment:

48 HOUR OPT OUT AGREEMENT

The Working Time Regulations 1998 (as amended) provide that the Agency Worker shall not work on an Assignment with the Client in excess of the Working Week* unless s/he agrees in writing that this limit should not apply.

The Agency Worker hereby agrees that the Working Week limit shall not apply to the Assignment.

- 1.1. The Agency Worker may end this Agreement by giving the Employment Business two weeks' notice in writing.
- 1.2. For the avoidance of doubt, any notice bringing this Agreement to an end shall not be construed as termination by the Agency Worker of an Assignment with a Client.
- 1.3. Upon the expiry of the notice period set out in clause 1.1 the Working Week limit shall apply with immediate effect.

This Agreement is governed by the law of England & Wales and is subject to the exclusive jurisdiction of the Courts of England & Wales

Please tick this box if you would rather the 48 hour limit apply to your assignments []

*Working week being an average of 48 hours each week calculated over a 17-week reference period

For full details on the 48 Hour Opt Out Agreement please contact a Crane & Plant World representative.

PERMISSION TO WORK IN THE UK

Do you have immigration permission to work in the UK**? (circle as appropriate)	YES	NO
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If restrictions apply please provide details below:

*In line with UKBA guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK if you are to be engaged by Crane & Plant World for temporary work.

CRIMINAL CONVICTIONS

Do you have any unspent* criminal convictions? (circle as appropriate)

YES

NO

If yes, please provide convictions and dates below:

*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of Crane & Plant World, the offence is relevant to the post to which you are applying. Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.

HEALTH AND DISABILITY

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment services and to find out your needs in order to perform the job or position sought.

Do you have any health issues or a disability relevant which may make it difficult for you to carry out functions which are essential for the role you seek? (circle as appropriate)

YES

NO

If yes, please specify:

If you have a disability, what are your needs in terms of reasonable adjustments in order to access this recruitment service and to attend interview, or to take aptitude tests etc?

HEALTH & SAFETY STATEMENT

Unless advised otherwise whilst on assignment you are under the direction supervision and control of the Client hiring your services and their Health and Safety policy. At the start of an assignment the client should explain the layout of the premises, identifying the facilities available to you, fire alarms, fire exits and assembly point arrangements. The client should also refer to any risk assessments and/or operating instructions before you carry out any work.

Primarily you are responsible for your own Health and Safety therefore you should:

- **Ensure you familiarise yourself and co-operate with the clients Health and Safety and Environmental policies and procedures, taking all reasonable steps to assess risks and safeguard your own safety during an assignment and that of others who may be affected by your actions.**
- **Report any work related injury or accident that occurs to the client immediately**
- **Comply with any induction and task training, supervision and requirements of any risk assessments.**
- **Only undertake the tasks associated with your job title and not to undertake any tasks for which you have not been trained or are beyond your capabilities**

Should you feel that there are uncontrolled risks that will affect your Health and safety while on assignment you must immediately report

DATA PROTECTION STATEMENT

I consent to Crane & Plant World processing the above data for the following purposes:

Yes

No

The information that you provide on this form and on any CV given will be used by Crane & Plant World to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database (RDB) and consent to us transferring your personal details to our clients. We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other way permitted or required by law.

The consent will last for 1 year since the last date of providing work services.

You have the right to withdraw consent at any time by informing Crane & Plant World that you wish to do so.

DECLARATION

I hereby declare that all the above information is correct to the best of my knowledge and that I give my consent to Crane & Plant World to process the above information. I have read and understand the health & safety statement above and I consent to my personal data and CV being forwarded to clients. I consent to references being obtained and passed onto potential employers. If, during the course of a temporary assignment, the Client wishes to employ me directly, I acknowledge that Crane & Plant World will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

Signed by the
Agency Worker:

X

Date:

X