

Please affix a recent passport sized photograph



Registration Form

SECTION A

Personal Details

Title: Mr Miss Mrs Ms Dr Other Please specify _____

Current Names

First Name: _____ Middle Name(s): _____

Surname: _____

Previous Names

First Name: _____ Middle Name(s): _____

Surname: _____

Date Used From: _____ Last Date Used: _____

Other information

Date of Birth: _____ UK Postcode: _____

Place of Birth (Town): _____ Place of Birth (Country): _____

NI Number: _____

Passport Number: _____ Valid from date: _____

Nationality: _____ Country of Issue: _____

Telephone: _____ Mobile: _____

Current Address: _____

Town/City: _____

UK Postcode: _____ Country: _____

At address since: _____ (month / year)

Other addresses: *(Where you have lived in the past 5 years. If you have lived overseas within this period then please include these addresses)*

Address: _____

Town/City: _____

Postcode: _____ Country: _____

Date from and to: _____ - _____ *(month / year)*

Address: _____

Town/City: _____

Postcode: _____ Country: _____

Date from and to: _____ - _____ *(month / year)*

E-mail: _____

Male/Female: _____

Next of Kin: _____ Relationship: _____

Address: _____ Tel No: _____

Town/City: _____

Postcode: _____

Own Transport Yes No Maximum Mileage Prepared to travel to Work: _____

SECTION B

Qualifications

Qualification: _____

Institution: _____

Month & Year Qualified: _____

Qualification: _____

Institution: _____

Month & Year Qualified: _____

Qualification: _____

Institution: _____

Month & Year Qualified: _____

SECTION C

References (covering the last five years including most recent employer)

Most Recent Employer

Employer: _____

Address: _____

Postcode: _____

Telephone: _____

Reason for Leaving: _____

Position held: _____

Date worked from: _____

Date worked to: _____

Referee Name: _____

Referee Position: _____

Can we approach for a reference?

Yes No

Were you subject to any disciplinary proceedings or investigations during this employment? If yes, please detail on a separate sheet Yes No

<p>Other</p> <p>Employer: _____</p> <p>Address: _____ _____ _____</p> <p>Postcode: _____</p> <p>Telephone: _____</p> <p>Reason for Leaving: _____</p>	<p>Position held: _____</p> <p>Date worked from: _____</p> <p>Date worked to: _____</p> <p>Referee Name: _____</p> <p>Referee Position: _____</p> <p>Can we approach for a reference?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Were you subject to any disciplinary proceedings or investigations during this employment? If yes, please detail on a separate sheet Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Other</p> <p>Employer: _____</p> <p>Address: _____ _____ _____</p> <p>Postcode: _____</p> <p>Telephone: _____</p> <p>Reason for Leaving: _____</p>	<p>Position held: _____</p> <p>Date worked from: _____</p> <p>Date worked to: _____</p> <p>Referee Name: _____</p> <p>Referee Position: _____</p> <p>Can we approach for a reference?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Were you subject to any disciplinary proceedings or investigations during this employment? If yes, please detail on a separate sheet Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Other

Employer: _____

Address: _____

Postcode: _____

Telephone: _____

Reason for Leaving: _____

Position held: _____

Date worked from: _____

Date worked to: _____

Referee Name: _____

Referee Position: _____

Can we approach for a reference?

Yes No

Were you subject to any disciplinary proceedings or investigations during this employment? If yes, please detail on a separate sheet Yes No

SECTION D

Employment History over the past 10 years and gaps in Employment
(Please continue on a separate sheet where relevant)

Date From	Date To	Employer/Activity	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Explanation for gaps in Employment

SECTION E**Remuneration Details**

Are you currently working as an interim? Yes No

If yes with who – agency/organisation direct? _____

How many days per week are you working on average? _____

Why are you interested in working with Finegreen? _____

Current daily rate: _____

Alternative pay methods i.e. Ltd Company Yes No

SECTION F**Rehabilitation of Offenders Act 1974 (Exemption Order 1975)**

Assignments with Finegreen Associates may involve close contact with NHS patients. This means that all successful applicants will undergo a criminal clearance check and your registration is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and its supporting regulations. Consequently, you are not entitled to withhold information about convictions which for other purposes are classed as spent under the act. A criminal record will not necessarily bar you from working with us but a review of any criminal background will occur. Finegreen Associates operate in accordance to the CRB code of practice and a copy of this and our recruitment of Ex Offenders Policy is available upon request.

Please note all information disclosed as part of the criminal records check will be discussed with organizations prior to bookings. Have you had any cautions, bindovers, convictions or custodial sentences?

Yes No If yes, please detail on a separate sheet.

Signed _____

Date _____

SECTION G

Data Protection Act 1998

The personal information you provide will be used for administration and vetting purposes any may be shared with relevant third parties. The data will be processed in accordance with the principles of the data Protection Act 1998. If you have any queries about the use of the information, please contact the Information Commissioner at www.ico.gov.uk.

SECTION H

Preferred Working Requirements

Day to Day Medium Term Long Term Permanent
 Full Time Part Time (no. of days) _____ Relocation _____

No Go Organisations	Preferred Location/Organisations
_____	_____
_____	_____
_____	_____

SECTION I

Required Documentation

Please provide the following documentation for registering purposes. We require **original** documents. Please note that original documents will be returned to you by recorded delivery within 7 working days.

Please provide the following:

1) Personal Identification:

Either

- Two forms of photographic personal identification* and one document confirming your address** or;
 - One form of photographic personal identification and two documents confirming your address
- *acceptable photographic personal identification – passport, photo card driving licence, national ID Card
 **acceptable confirmation of address documents – recent utility bill, bank/building society statement (dated within last 6 months), photo card driving licence (if not already used for above).

2) Eligibility to work in the UK:

Under the provisions of the *Immigration and Asylum Act 1996* it is a criminal offence to employ someone who is 16 or over and not entitled to work in the UK. To prove your eligibility we must be provided with the following documentation: *(The two lists below detail the documents which provide evidence of this right.)*

List 1

Any **one** of the documents listed below will provide the necessary evidence of the right to work in the UK. The document provided must be the **original**.

A passport showing that the holder is a British citizen, or has the right of abode in the United Kingdom.

A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.

A residence permit issued by the United Kingdom to a national from the European Economic Area 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 United Kingdom as the family member of a national from a European Economic Area country or Switzerland.

A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.

A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work the employer is offering 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.

List 2

Two of the documents in the combinations listed below will provide evidence of the right to work in the UK. The documents provided must be the **originals**.

First Combination

A document giving a person's permanent National Insurance number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency

AND one of the following documents

A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents **or**

A birth certificate issued in the Channel Islands, the Isle of Man or Ireland **or**

A certificate of registration or naturalisation stating that the holder is a British citizen **or**

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 **or**

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 **or**

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 that the employer is offering **or**

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.

Second combination

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

AND one of the following documents

A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question **or**

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.

3) For those utilising a Limited Company / Limited Liability Partnership

In *addition* to the above please provide:

- Certificate of Incorporation
- VAT Registration Certificate (if relevant)
- Employer's Liability Insurance Certificate
- Public Liability Insurance Certificate
- Professional Indemnity Insurance Certificate

In addition please affix a recent passport sized photograph which has been signed on the back by a "person in standing" (e.g. medical practitioner, teacher, lawyer) in your community who has known you for at least 3 years. This should be accompanied by a statement from that person indicating the amount of time the individual has been known to you.

3) Qualifications

- Please provide original certificates for any qualifications gained.

4) References

- Please provide originals of any references that you have.

I declare that the information I have given on this form is correct. I understand that if knowingly provide false information this may result in liability for prosecution and civil recovery proceedings.

Signed _____

Date _____

For Office Use Only

DOCUMENTATION (Tick to confirm that originals have been seen)	
<p>ID Document</p> <p>Eligibility to Work Document</p>	<p>Photographic ID received:</p> <p>Type: _____ Date: _____</p> <p>Type: _____ Date: _____</p> <p>Documentation confirming address received:</p> <p>Type: _____ Date: _____</p> <p>Type: _____ Date: _____</p> <p>Documentation confirming eligibility to work received:</p> <p>Type: _____ Date: _____</p> <p>Type: _____ Date: _____</p> <p>Qualifications</p> <p>Type: _____ Date Qualified: _____</p> <p>Type: _____ Date Qualified: _____</p> <p>Type: _____ Date Qualified: _____</p> <p>Type: _____ Date Qualified: _____</p> <p>Type: _____ Date Qualified: _____</p>
<p>CRB Check</p>	<p>Check complete <input type="checkbox"/> Date: _____</p>
<p>Supporting Documentation</p>	<p>Curriculum Vitae <input type="checkbox"/></p>
<p>I confirm that all relevant documents have been copied, signed and filed and that Profile has been updated with the relevant information.</p> <p>Name: _____ Date: _____</p>	



EQUALITY MONITORING FORM

Finegreen Associates are committed to equality of opportunity. Equality monitoring helps us to ensure using our services are not discriminated against on the grounds of gender, marital status, disability, race or ethnic origin, religion or belief, sexual orientation or age.

All information will be treated as highly confidential. It will not be used for any purposes other than to measure the effectiveness of our services and equality policies, or shared with anyone else in a way that you could be personally identified, without your written consent.

Please help us to monitor the effectiveness of our policy by completing all parts of the Applicant Monitoring form.

Title:	Forenames:	Surname:

Asylum and Immigration

Do you require a work permit for the UK: Yes No

If you are offered employment you must be able to produce a combination of the documents listed in Section 7 or Home Office Evidence section of the 'Notes for Guidance' included with this form, or similar, prior to commencement of employment.

Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Marital Status:	Married <input type="checkbox"/>	Single (inc Divorced) <input type="checkbox"/>	Civil Partnership <input type="checkbox"/>

AGE:

Which age group do you belong to?

16-19 20-24 25-29 30-34 35-39 40-44 45-49

50-54 55-59 60-64 65+

SEXUAL ORIENTATION:

My sexual orientation is toward someone:

Of the same sex A different sex

Both Prefer not to say

ETHNICITY:

What is your nationality?	
----------------------------------	--

I would describe my ethnic origin as (please tick box):

White British <input type="checkbox"/>	White Irish <input type="checkbox"/>	White – Other European <input type="checkbox"/>
White – any other background <input type="checkbox"/>	Asian/Asian British – Bangladeshi <input type="checkbox"/>	Asian/Asian British – Indian <input type="checkbox"/>
Asian/Asian British – Pakistani <input type="checkbox"/>	Asian/Asian British – any other Asian background <input type="checkbox"/>	Black/Black British – African <input type="checkbox"/>
Black/Black British – Caribbean <input type="checkbox"/>	Black/Black British – any other Black background <input type="checkbox"/>	Mixed – White and Asian <input type="checkbox"/>
Mixed – White and Black African <input type="checkbox"/>	Mixed – White and Black Caribbean <input type="checkbox"/>	Mixed – Any other mixed background <input type="checkbox"/>
Chinese <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Any other <input type="checkbox"/>

RELIGIOUS BELIEF/FAITH:

I would describe my religious beliefs as (please tick box)

Christian <input type="checkbox"/>	Muslim <input type="checkbox"/>	Hindu <input type="checkbox"/>
Buddhist <input type="checkbox"/>	Sikh <input type="checkbox"/>	Jewish <input type="checkbox"/>
None <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

DISABILITY:

Disability can be described as a mental or physical impairment which has a long term adverse effect on your ability to carry out normal day to day activities.

Progressive conditions such as HIV, Cancer or Multiple Sclerosis count from diagnosis rather than from the onset of symptoms.

Do you consider yourself to have a disability? Yes No

If yes please state nature of disability

Which disability type, best describes your disability? (Please tick box):

Dyslexia <input type="checkbox"/>	Dyspraxia <input type="checkbox"/>	Blind/Partially sighted <input type="checkbox"/>
D/deaf/Hard of Hearing <input type="checkbox"/>	Autism/Aspergers Syndrome <input type="checkbox"/>	Mobility (Physical Disability) <input type="checkbox"/>
Learning Disability <input type="checkbox"/>	Mental Health Difficulty <input type="checkbox"/>	Progressive Disability/Chronic Illness <input type="checkbox"/>
Other <input type="checkbox"/>		

Signature

Print Name

Date
