

FOR OFFICIAL USE

Applicant Registration Check list

Doorstep interview completed			
Registration form verified, missing information collated and recorded			
Interview notes recorded, including selling points and skill grade			
Telephone numbers – ideally home and mobile a minimum of one contact number			
Completed terms of engagement			
48 hour waiver accepted/rejected			
Proof of ID on file – Passport or birth certificate			
Proof of eligibility to work in UK – Work visa or letter from Home Office			
Proof of National Insurance No. NI card, previous pay slip, P45 or P60			
Completed Bank / Building Society Details			
2 passport size colour photographs			
ID pass-card issued			
2 references requested – ideally spanning 5 years and should only be from previous Employers, this can include other agencies-in the case of Students part time employment and tutors can be used			
1st reference obtained			
2nd reference obtained			
DBS check			
Personal health questionnaire and declaration			
Manual handling information given to temporary			
Applicant marketing completed			
Take on brief covered			
Entered onto Eclipse			
Training certificates obtained			
Valid P45 (current tax year-April to March) Students P38's can only be accepted outside of term time. Full information available from payroll			
P45 <input type="checkbox"/> P46 <input type="checkbox"/> P38 <input type="checkbox"/>	SENT TO HEAD OFFICE	REQUESTED FROM H/O	