

max20 Registration Form

Please print this form, complete THE LAST TWO PAGES and upload to your secure Personal Profile, you do not need to upload the whole of the document.

Equal Opportunities Statement

max20 Ltd is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis, all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally, irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon staff to respect and act in accordance with this policy.

max20 Ltd shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. max20 Ltd will ensure that each candidate is assessed only in accordance with the candidate's merits, qualifications and ability to perform the relevant duties required by the particular vacancy.

Criminal Convictions

Details of all criminal convictions must be given prior to and if occurring during the course of a contract. Whilst some offences are exempt under The Rehabilitation of Offenders act 1974, where employment is sought in relation to positions involving children and/or vulnerable adults, details of ALL convictions must be given. The information given will be treated in the strictest confidence and only taken into account where, in the reasonable opinion of max20 Ltd, 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. **Please be advised that you must inform us of any conviction, pending conviction, investigation, prosecution or suspension.**

Right to Work, ID Verification & Proof of Address

As proof of "Right to Work" you must provide a passport. If you do not have a passport then you will need to provide a FULL Birth Certificate (stating the name of a parent) along with evidence of your National Insurance Number (e.g. a National Insurance Card, printed P45/P60 or a printed payslip from a previous employment. You can choose from the following 3 options:

OPTION 1: 2 forms of photo ID + 1 proof of address

OPTION 2: 1 form of photo ID + 2 proofs of address

OPTION 3: If no photo ID available, a passport sized photo endorsed by a person of standing in your community along with a FULL Birth Certificate (showing the name of a parent) + proof of N.I. Number + 2 proofs of address.

Acceptable Photo ID:

Valid passport – UK photo card driving licence – ID Card (UK Citizen Card) – EU ID Card – Biometric Resident Permit – HM Armed Forces Identity Card.

Acceptable Proof of Address:

These must be dated within the previous 6 months: Utility Bills (gas, electric, water, phone land-lines)
Bank, Building Society or Credit Card Statements. Council Rent Book/Card. Council Electoral Register Letter.

These must be dated within the previous 12 months:

Council Tax Bill. Annual Water Bill. HMRC Tax Letter. Mortgage Statement. Benefit Statement (DWP).

These can be dated at any time:

UK Full or Provisional Driving Licence.

Acceptable Non-photo ID:

Full Birth Certificate (with name of a parent). UK Paper Driving Licence. Resident Permit. Student Grant/Loan letter. Adoption/Marriage/Divorce/ Deed Poll Certificate. DWP Benefit Statement dated within 12 months. Tax Notification dated within 12 months.

Eligibility to Work in the UK

This section applies to citizens of European Economic Area including the following countries:

Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.

The EEA includes EU countries and also Iceland, Liechtenstein and Norway. It allows them to be part of the EU's single market. Switzerland is neither an EU nor EEA member but is part of the single market - this means Swiss nationals have the same rights to live and work in the UK as other EEA nationals.

Citizens of these countries do not need express permission to work in the UK and are not therefore, required to produce any special documentation. However, we do require the same standard as applied to British Citizens and insist on candidates producing a valid passport/citizen card.

a) All Other Nationalities:

You will be required to produce one form of ID from the following options:

A Biometric Immigration Document or Application Registration Card (with photo).

An appropriate Work Permit and photo page from passport along with front cover.

Photographic ID & official letter confirming your entitlement to work status.

An official document with your name and permanent N.I. Number along with photographic ID plus either a Certificate of Registration/Naturalizations as a British Citizen or a letter from the UK Government.

Employment History

You must provide a CV covering your employment history from the time you completed full time education. This needs to be **detailed** for the past **ten years** (in the format of months and years), **job title and description of the role** and thereafter the ten years, just the name of the company, job title and dates. All gaps in employment need to be explained on your CV.

Health

Once you have accepted an assignment through max20, you will be sent a link to complete a Health Questionnaire Form. This must be completed in full and uploaded to your Personal Profile. During the course of a contract, max20 need to be informed if a health issue develops which was not apparent at the time of completing the Health Questionnaire or, if there has been a significant change in medication that could affect your ability to perform the role. If for any reason you do not complete the contract assignment, max20 reserve the right to reclaim the cost of the health check (£25).

Tax and NI Requirements for Limited Company Contractors

Following notifications from the Chief Secretary of the Treasury, contractors working through their own limited company may be required to provide to the NHS client they are assigned to, proof that their tax and NI obligations are being met. This may be in the form of Tax Return/Accounts. If a contractor is working through an Umbrella Company, they should be able to provide pay slips/P60 etc if required. By signing this Registration Form, you are accepting responsibility for providing this information.

Opt-Out Agreement / Terms & Conditions

max20 Ltd specialises in the provision of I M & T Contract & Permanent staff, exclusively to the NHS. We supply our services via the mechanism of a UK Limited Company which has opted out of "The Conduct of Employment Agencies & Employment Business Regulations 2003". By signing this form, you are agreeing to opt-out of The Conduct of Employment Agencies & Employment Business Regulations 2003".

Data Protection Statement

The information that you provide on this form and on any CV given will be used by max20 Ltd to provide you with work finding services. In providing these services to you, you consent to your personal data being included on a computerised database and

consent to us transferring your personal details to our clients. max20 may disclose your personal data to any other appropriate third party for e.g. max20 auditors. If you have not undertaken an assignment through max20, you may request immediate removal of all or part of your personal data by contacting compliance@max20.com. 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 any other way permitted or required by law.

max20 Ltd

max20 Ltd operates as an Employment Business placing contractors and as an Employment Agency placing permanent staff. We do not charge any fee to the candidate. Our aim is to match your talents with the demands of our clients. We believe in working closely with you throughout the recruitment process. We ensure your interests are progressed to the highest standard.

Candidate Checklist

I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to clients and other relevant parties including max20 auditors. I consent to references being passed onto potential employers.

I agree to opt-out of “The Conduct of Employment Agencies & Employment Business Regulations 2003”.

My Limited Company will also agree to opt-out of “The Conduct of Employment Agencies & Employment Business Regulations 2003” prior to commencement of any assignment with max20 Ltd.

I agree and understand the requirements regarding any assignment I pursue and accept and agree to all paragraphs within this Registration Form.

If during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that max20 Ltd 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).

By signing this form you are giving max20 Ltd the authority to represent you on suitable vacancies within the NHS & Suppliers to the NHS.

Working Time Regulations 1998 (WTD or WTR)

If a worker wishes the flexibility of working beyond the 48 hour per week limit then they must choose to opt out of the regulation. Full details can be found on <http://www.legislation.gov.uk/ukxi/1998/1833/regulation/4/made> or <http://www.acas.org.uk/index.aspx?articleid=1373>

IMPORTANT: Please tick one of the following boxes –

Opt Out

Opt In

PLEASE NOTE – THE FOLLOWING INFORMATION MUST BE FULLY COMPLETED BEFORE WE CAN PROCESS YOUR APPLICATION

Criminal Convictions

Do you have any spent or unspent criminal convictions? Yes / No

If yes, please give details including dates

Permission to work in the UK

Are you a UK citizen Yes / No

If you are not a UK citizen you will be required to provide a valid Work Permit.

DBS Update Service

Are you registered with the DBS Update Service? Yes / No



If you have registered, please upload a copy of your DBS certificate.

National Insurance Number Date of Birth.....

EMERGENCY CONTACT DETAILS :

Name Relationship to you

Emergency Contact Email Address.....

Address.....

Mobile Phone Number.....Landline.....

References Covering a Minimum 3 Year Period

Please provide references covering the last **3 years employment** which will be taken up prior to any interview. These need to correspond with the last substantial roles detailed on your CV (substantial = 3 months minimum) and will be forwarded to clients as appropriate. They must be recent and business related (not personal). Please list and provide contact details below. Use a separate sheet if there is not enough room below. With the exception of **your current employer**, by signing this form it is understood you have given permission for us to approach your previous employers.

Most recent employer:	Job Title: Email Address: Date From: Date To:
Previous employer:	Job Title: Email Address: Date From: Date To:
Previous employer:	Job Title: Email Address: Date From: Date To:

I agree and understand the requirements regarding any assignment I pursue and accept and agree to all paragraphs within this Registration form.

CANDIDATE NAME: **Mobile Phone No:**
Land Line:

ADDRESS:

SIGNATURE (Please do not type this) **Date:**