

Enquiry reference:

Date you contacted us:

Thank you for enquiring to become a Sterling Umbrella employee. Please fill in this form ensuring that all the shaded sections are completed.

1. About You - Please complete in CAPITALS

Title:	First name:	Middle name:	Surname:
Date of birth: / /	Male <input type="checkbox"/>	Female <input type="checkbox"/>	National insurance number:
Job title:	Nationality:		
<small>Please note it is your responsibility to inform us of any change in job title or description</small>			
Home telephone number:	Mobile number:		
Email address:			
Professional qualifications held:			<small>*Send certificates/CV</small>
Permanent address:			
Town/city:	Country:	Postcode:	
Mailing address (if different from above):			
Town/city:	Country:	Postcode:	

2. Payment Details

Name of bank/building society:	Branch location:
Sort code: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	Account number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Roll number (if applicable):	Name of account holder:

Please check the details above before submitting your application as Sterling cannot be held responsible for monies released to incorrect bank details.

3. Agency Details

Agency name:	Branch location:
Contact telephone number:	Name of consultant:
Agency start date:	

4. About the Assignment

Is the assignment?	UK based <input type="checkbox"/>	Abroad <input type="checkbox"/>	Offshore <input type="checkbox"/>
How long will the assignment last?	0-3 months <input type="checkbox"/>	3-6 months <input type="checkbox"/>	6-9 months <input type="checkbox"/> 9 months+ <input type="checkbox"/>
How would you classify the assignment?	Trade <input type="checkbox"/>	Technical <input type="checkbox"/>	Professional <input type="checkbox"/> Rail <input type="checkbox"/>
	Clerical <input type="checkbox"/>	Medical* <input type="checkbox"/>	<small>*If Medical, please also submit details in section 12.</small>

5. Security Information

To ensure that your financial and personal details are only discussed with yourself, we require a security password. We will request this each time you contact us. Your security password must be between 6 and 10 characters long.

My chosen confidential password is <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Mother's maiden name:	Town of birth:
Name of last school attended:	

6. How did you hear about us?

Agency <input type="checkbox"/>	Colleague/Workmate <input type="checkbox"/>	Previously used us <input type="checkbox"/>	Online <input type="checkbox"/>	Communications (e.g. advertising) <input type="checkbox"/>
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7. Next of Kin Details

Next of kin name:	
Mobile number:	Home telephone number:

Please tick this box if you would like to nominate your next of kin to be able to speak on your behalf at times regarding personal information such as your payments.

8. Holiday Pay Option

Sterling Umbrella Limited offer a flexible holiday pay system, either Contractor Retained Holiday Pay (this is paid out weekly to you) or Company Retained Holiday Pay (we pay you when you are on holiday or request your holiday pay).

Which is your preferred option? (Please tick) Contractor Retained Holiday Pay Company Retained Holiday Pay

9. Sterling Umbrella Mortgage Assistance

Sterling recommends Faraday Mortgage Associates Ltd for help and assistance with mortgage & insurance advice.

I would like a representative from Faraday Mortgage Associates to contact me to discuss by email or phone

10. Criminal Convictions

Under the rehabilitation of offenders act 1974 you are required to give details of any convictions which are not 'spent'. Failure to do so may render you liable to summary dismissal should you be appointed.

Have you ever been convicted of a criminal offence? Yes No If yes, please give details:

Date of conviction:

Sentence imposed:

11. Insurance

With Sterling Umbrella you are covered by our Employers Liability, Public Liability and Personal Accident Insurance. Information relating to the cover, limitations and exclusions of each policy are available on our website.

12. Confirm you have downloaded and understood the Health and Safety handbook (see website)

The Health and Safety handbook details our policies and procedures for Sterling Umbrella employees.

"I acknowledge I have read and understand the contents of the Health and Safety handbook and agree to comply with the policies and procedures contained within it".

Signed:

Date:

If you wish for us to send you a paper copy, please tick here

13. Medical

Please complete the following section if contracting within the medical sector only.

<input type="checkbox"/>	General Medical Council (GMC)*	PIN:	
<input type="checkbox"/>	General Dental Council (GDC)*	PIN:	
<input type="checkbox"/>	Health and Care Professions Council (HCPC)*	PIN:	
<input type="checkbox"/>	Nursing and Midwifery Council (NMC)*	PIN:	

*Please tick all memberships that apply and provide your PIN numbers where applicable.

14. Contract for Employment

Please read the enclosed contract for employment. Complete and sign both copies and return **one** copy with your registration.

15. Eligibility to Work in the UK (ETW)

We require ETW documents to confirm you are eligible to work in the UK. Include one of the following with your registration:

- Your original passport **or** a photocopy countersigned by a professional or manager. Countersigned passports must clearly show the image, passport details and the signature. The person countersigning your passport copy must provide their full name, job title and date of signature.
- A national identity card photocopy countersigned by a professional or manager.

If you do not have a passport and you are a British or Irish national please provide the following:

- A full birth certificate and a recent HMRC document.

For **Romanian, Bulgarian** and **non EU nationals** requirements, please visit our website and refer to the ETW guide.

16. Data Protection

All data we hold about you and how we process and use it complies with the data protection act.

From time to time, we may offer services or products which we feel may benefit you through carefully selected third parties e.g. accountancy services or mortgage advice.

17. Employee Statement

Please select just **one** of the following statements **A**, **B** or **C**.

- A** - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B** - This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- C** - As well as my new job, I have another job or receive a State or Occupational Pension.

I have a Student Loan which is not fully repaid and I left a course of UK higher education before last 6 April and I received my first Student Loan installment on or after 1 September 1998.

NO YES

Select 'No' if you are repaying your Student Loan direct to the Student Loans Company by agreed monthly payments.

18. Declaration

"I declare that the information I have provided is correct and I understand that it is my responsibility to inform Sterling Umbrella of any changes to my job title, personal, bank or agency details as soon as possible. Providing incorrect or false information on this application form may result in the company invoking disciplinary procedures that may end in dismissal. I also confirm that it is my intention to undertake multiple assignments and will inform Sterling Umbrella should my intentions change.

I also agree to the terms and conditions set in the contract of employment".

Signed:

Date:

Previous Employment Form

In order to comply with the Agency Worker Regulations 2010 we require details of your agency / employment for the last 18 weeks. Please could you provide as much information as possible in the table below, if necessary, continue on a separate sheet and attach.

NB: DO NOT INCLUDE ANY SELF EMPLOYED WORK.

Please note failure to return this form will result in your payment being delayed.

Name:

Date of birth: / /

Address:

Contact telephone number:

I have not worked in the past 18 weeks: Intentionally misleading Sterling Umbrella by selecting this option may be classified as Avoidance.

Name of Agency	Name of Client (the end hirer for which the work was undertaken)	Site Location	Job Title	Start Date DD/MM/YY	End Date DD/MM/YY

*Please continue on a separate sheet if necessary

By completing and signing this form you acknowledge that the responses you have provided above give a true and accurate reflection of your previous employment history. Furthermore any gaps will be deemed as periods of unemployment, self employment or direct employment with a company. You also agree that this information may be released to the agency that you are providing the services to.

Signed:

Date: