

Enquiry reference: \_\_\_\_\_ Date you contacted us: \_\_\_\_\_

Thank you for enquiring to become a Sterling CIS sub-contractor. 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:	*Send certificates/CV		
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. Please note; non-UK bank account holders will incur an international bank charge imposed by our bank, plus a possible conversion charge per payment applied by your own bank. Unfortunately, these charges are beyond the control of Sterling CIS. If you have a non-UK bank account, please provide Sterling with your full bank details via email.

**3. CIS Status & UTR Details**

Unique tax reference number (UTR): <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"/> <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"/>	(Sole traders only)
CIS account name:	Trading name:
Are you VAT registered?:	Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered yes, please provide a copy of your VAT registration certificate.

**4. Agency Details**

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

**5. 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"/>
	Medical <input type="checkbox"/>	*If Medical, please also submit details in section 11.	

**6. Security Information**

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

My chosen 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:

### 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. How did you hear about us?

Agency  Colleague/Workmate  Previously used us  Online  Communications (e.g. advertising)

### 9. Insurance

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

### 10. 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 CIS contractors.

"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

### 11. 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.

### 12. Contract for Services

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

### 13. 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.

### 14. 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.

### 15. Declaration

"I declare that the information I have provided is correct and I understand that it is my responsibility to inform Sterling CIS of any changes to my job title, personal, CIS status, bank or agency details as soon as possible. I also understand that if I have provided details that relate to an account not held in my name, e.g. spouse, and the relationship between the account holder and myself breaks down, Sterling CIS cannot be held responsible for any payments to the nominated account. I also agree to the terms and conditions set in the contract for services."

Signed:

Date:

**16. Self-employed Assessment**

This assessment is required to enable Sterling to assess your self-employment status and determine that you are not under Supervision, Direction and Control.

Please answer all of the following questions in respect to your services, whether by reference to Sterling CIS Ltd, the agency or the client.

Job Title: ..... Length of time in role: .....

Qualifications: .....

Please describe the role to be undertaken for the assignment: .....

.....  
 .....

2. How many assignments have you completed in the last 12 months using your UTR No?

3. As a self-employed sub-contractor....

	Yes	No
i. Would you be entitled to Holiday pay, sick pay, a company pension scheme or other such benefits?	<input type="checkbox"/>	<input type="checkbox"/>
ii. Are you responsible to complete, either yourself or via an accountant, an annual self-assessment tax return?	<input type="checkbox"/>	<input type="checkbox"/>
iii. Are you responsible for all your own expenses in relation to travelling to/from site and/or overnight accommodation?	<input type="checkbox"/>	<input type="checkbox"/>
iv. Are you under any obligation to accept or receive future assignments from the Client or the Agency?	<input type="checkbox"/>	<input type="checkbox"/>
v. Do you have the freedom to contract on more than one assignment at any one time and choose the hours you work taking into account assignment deadlines and opening hours of the client's site	<input type="checkbox"/>	<input type="checkbox"/>
vi. Once given basic instructions of what to do for your day, will anyone else advise you how to complete these tasks?	<input type="checkbox"/>	<input type="checkbox"/>
vii. Will you be under constant supervision by anyone whilst undertaking your role?	<input type="checkbox"/>	<input type="checkbox"/>
viii. Do you understand that a suitably qualified alternative contractor can be supplied as a substitute to complete a task that you have been assigned to, should you be unavailable for any reason?	<input type="checkbox"/>	<input type="checkbox"/>

4. Do you provide your own tools, equipment and/or PPE to carry out your assignments?  Yes  No

\*If you ticked NO to question 4 please provide details:  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Do you receive training with the exception of H&S training from anyone you currently provide services to?  Yes  No

\*\*If you ticked YES to question 5 please provide details:  
 \_\_\_\_\_  
 \_\_\_\_\_

"I acknowledge that the responses I have provided in this questionnaire are a true and accurate description. The responses I have given apply to terms and conditions of my engagement with Sterling CIS Ltd."

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_ Contact number: \_\_\_\_\_

This self-employed assessment must be completed and returned with Eligibility to Work documents (ETW). Failure to return this may delay your payment.