LABOUR SUPPLY
KDJ
CONSTRUCTION AND RAIL

CONSTRUCTION CANDIDATE REGISTRATION FORM

INFORMATION REQUIRED

To enable us to meet your requirements please complete the attached form and sign where required, returning this with the documents requested below.

PROOF OF IDENTITY – All workers are required by law to present Proof of Identity documents.

One of the following are required:

A VALID PASSPORT / TRAVEL DOCUMENT / E.U. I.D CARD

Or

If you are unable to provide a valid passport or I.D. card please supply the following documents:

A full U.K. birth certificate, **plus a document showing your permanent N.I. Number** (this can be a P45 or P60, an N.I. Card or a letter from a Government Agency e.g. Jobcentre). Payslips are not acceptable.

TIMESHEETS

You will be issued with a time sheet on a weekly basis. This time sheet will need to be completed with the hours that you have worked for that week and signed by your supervisor at your placement company. Due to the payroll deadline your timesheet needs to be received **before 10.00am on a Monday.** We advise that your authorised timesheet is e-mailed to our office on a Friday afternoon to ensure it is received on time. If your timesheet is late, you may not be paid until the following week. It is your responsibility to ensure your timesheet is authorised and received on time.

1. **Registration Form**
   Please complete the registration form in full and return this to KDJ Labour Supply LTD via E mail.

2. **Equal Opportunities / Ethnic Origin / Identity information**
   Please complete this information as required on the attached registration form. Thank you

3. **Access to Service / Work**
   Please complete this section to ensure that you are placed in the most suitable assignments and to enable us to comply with Health & Safety At Work Act requirements.

We would like to thank you for choosing KDJ Labour Supply LTD as your Employment business and take this opportunity to assure you of a quality service at all times. We wish you success in your assignments and should you have any questions do not hesitate to contact your consultant. Many thanks for your co-operation.

Yours sincerely

KDJ Labour Supply Team.

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FIRST NAME		**SURNAME**	

Address	Postcode:_____

Home Tel:		Mobile Tel:	

e-mail address	

Date of Birth		National Insurance No	

TRADE
RELEVANT TRADE QUALIFICATIONS
Have you taken and passed the CITB / CSCS Health and Safety Test? **YES** ☐ **NO** ☐
Relevant Cards held: please state your cards expiry date (send a photocopy of all cards)
AREAS of EXPERTISE AND PREFERRED WORK

Do you have:	P.P.E.?		Hard Hat?		Safety Boots?		Hi Vis Vest?	

Your Own Transport?	Car		Motorcycle		Bike		Public Transport	

Criminal Convictions If YES, state conviction dates:

KDJ Labour Supply LTD are required by law to obtain references to establish your competence for the work you wish us to seek, therefore please provide details of your last two places of work:

LAST EMPLOYERS (contact Name)	PHONE NUMBER	TYPE OF JOB DONE
1.		
2.		

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Bank Details	
Sort Code **Account Number**	**Bank** **Account name**

DECLARATION:

I hereby confirm that the information given is true and correct. I consent to my personal data being included on a computerised database and consent to it being transferred to our clients.

Signed:	Dated:

EQUAL OPPORTUNITIES / ETHNIC ORIGIN MONITORING

KDJ Labour Supply LTD is an equal opportunities employer. In order to assist us in monitoring the effectiveness of our equal opportunity policy, we would be grateful if you would indicate below your sex and ethnic origin.

A. SEX		**B. Ethnic Origin**					
1. Male		3. White		10. Chinese	
		4. African		11. Indian	
		5. Black Caribbean		12. Pakistani	
2. Female		6. Black – UK		13. Middle Eastern	
		7. Black – Other		14. Mixed Race	
		8. Eastern European		15. Other – please state	
		9. Bangladeshi		16. Declined to comment	

KDJ also has a duty to record and monitor the following information, however if you do not wish to answer the following questions please indicate below; thank you.

C. Sexual Orientation		**D. Religion / Beliefs**			
Person of Opposite Sex		Atheism		Judaism	
Person of Same Sex		Buddhism		Muslim	
Same & Opposite Sex		Christianity		Sikhism	
		Hinduism		Other	
		Islam			
Do not wish to disclose		Jainism		Do not wish to disclose	

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ACCESS TO SERVICE / WORK	
The following questions are asked only in order to determine reasonable adjustments that may be necessary to enable access either to our recruitment service, or interviews / assignments with our Clients.	
Do you have any health issues or a disability relevant which may make it difficult for you to carry out functions which are essential to the role you seek?	YES / NO
If yes, please specify:	

I the undersigned confirm that the above information is correct at the time of giving it and I agree to advise KDJ Labour Supply LTD of any changes that will affect my fitness to work.	
Signed:	Dated: