

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 ☐ P46 ☐ P38 ☐	<table border="1"> <tr> <td>SENT TO HEAD OFFICE</td> <td></td> <td>REQUESTED FROM H/O</td> <td></td> </tr> </table>	SENT TO HEAD OFFICE		REQUESTED FROM H/O	
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