

## Registration Form

CRM Number:	Payroll Number:
<b>Please complete all sections below BLOCK CAPITALS</b>	
Surname:	Title: Mr, Miss, Mrs, MS
First Name and including any Middle Names: (Please ensure your name is written as per your eligibility document)	
Full Address:          Postcode:	Home Phone Number:
	Mobile Number:
	Email:
Date of Birth:	Nationality:
Gender:	How would you like MTR Group to contact you? Phone / Email
Emergency Contact Name:	Emergency Contact Number:
National Insurance Number:	Employment Start Date:
<b>Employment Requirements</b>	
What type of work are you looking for? Please circle:  Temporary / Permanent / Both	Are you registered / working for any other agencies? Yes / No
What position are you seeking?	What pay rate / salary are you looking for?
Are you currently employed? Yes / No	When are you available from?

## MTR GROUP RECRUITMENT

<b>How did you hear about MTR Group Recruitment Ltd / this job?</b>	<b>Have you had to pay anyone in order to obtain work or to enter UK? Yes / No</b>
<b>Travel to work</b>	
<b>Do you hold a current driving licence? Yes / No</b>	<b>If Yes Full / Provisional</b>
<b>Do you have your own transport? Yes / No</b>	<b>How far would you travel to work?</b>

<b>Education</b>		
<b>Date From / To</b>	<b>Name and Address of School/College/ University</b>	<b>Qualifications obtained</b>
<b>Employment Details (please detail your work or activities over the last year as a minimum)</b>		
<p>It is our policy to take up references before we can offer you temporary work, please provide details so we can obtain a reference. Please advise the referees that we will contact them and ask them to return the completed request form as soon as possible. We will not be able to offer you temporary work until we have received at least one reference.</p>		
<b>Name and address of current or last employer:</b>		
<b>Start Date (mm/yy):</b>		<b>End Date (mm/yy):</b>
<b>Position held and salary:</b>		<b>Reason for leaving:</b>
<b>Main duties and responsibilities:</b>		
<b>Name of line manager / referee:</b>		
<b>Phone Number:</b>		<b>Email Address:</b>

## MTR GROUP RECRUITMENT

<b>Name and address of previous employer:</b>	
<b>Start Date (mm/yy):</b>	<b>End Date (mm/yy):</b>
<b>Position held and salary:</b>	<b>Reason for leaving:</b>
<b>Main duties and responsibilities, please identify skills most used:</b>	
<b>Name of line manager / referee:</b>	
<b>Phone Number:</b>	<b>Email Address:</b>

<b>Bank Details</b>
I agree that any monies due are to be paid into the Bank/Building Society Account shown below. Should any information given by me be incorrect, I agree to wait until funds have been returned before the re-issuing of monies is made.
<b>Bank/Building Society Name:</b>
<b>Name of Account Holder: (must be your account)</b>
<b>Branch Address:</b>
<b>Sort Code:</b>
<b>Account Number:</b>
<b>Bank Building Society Ref/Roll Number: (where applicable)</b>
<b>Consultant Notes &amp; Questions:</b>

MANDATORY QUESTIONS	YES	NO
Do you have the right to work in the UK?		
Are you over 18?		
Are you happy to be handling raw meat – Pork, Bacon and Gammon?		
Can you work shifts?		
Are you able to work on your feet for long periods?		
Can you work in a chilled environment (10 degrees)?		
Are you able to commute to site out of normal office hours?		

If the candidate answers no to any of the above questions, then they cannot be considered for the role.

SUITABILITY QUESTIONS	YES	NO
Can you carry out moderate lifting for long periods of time?		
Are you able to complete full time hours?		
Have you worked in a food manufacturing plant before?		
Do you have experience of working with raw meat?		

Candidate Declaration	
<ul style="list-style-type: none"> <li>• I confirm that I have registered of my own free will</li> <li>• I confirm that the information I have given on this form is correct</li> <li>• I have the legal right to work in the UK should I be offered work and will provide evidence prior to being offered work</li> <li>• I understand this information will be treated in confidence subject to the provisions of the General Data Protection Directive and associated data privacy laws (GDPR)</li> <li>• I authorize MTR Group Recruitment Ltd to take up references and to provide its clients with information relating to my employment details and my application for work</li> <li>• I understand this information may be audited by MTR Group Recruitment Ltd client's or an external auditing body</li> <li>• I agree to abide by all Health and Safety requirements defined by MTR Group Recruitment Ltd or its clients</li> </ul> <p>I confirm that the information I have provided during my registration is true and correct. Should any of this information change I understand that it is my responsibility to notify MTR Group Recruitment immediately</p>	
<b>Candidate Signature:</b>	<b>Date:</b>
<b>MTR Group Recruitment Representative:</b>	