



# registration

CONSULTANT .....

OFFICE .....

DATE .....

If you are having trouble completing this PDF form, please print and complete by hand and post to:  
**BRC, 2 St Paul's Road, Clifton, Bristol BS8 1LT**

Building Recruitment Company (BRC) is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times, and will review its recruitment practices on an ongoing basis to avoid direct or indirect discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marriage, civil partnerships, age, disability, race, ethnic group or national origin, maternity, pregnancy, religion or belief, political beliefs or membership or non-membership of a Trade Union, and we ensure that all of our staff operate in accordance with this policy.

BRC shall not discriminate unlawfully when deciding which candidate is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. BRC will ensure that each candidate is assessed only in accordance with the candidate's merits, qualifications and ability to perform the relevant duties required by the particular vacancy.

**WE DO NOT CHARGE CANDIDATES FOR REGISTERING WITH US OR FOR FINDING EMPLOYMENT OF ANY KIND**

**PERSONAL DETAILS**

Title: .....

First name: .....

Surname: .....

Address: .....

Postcode: .....

Contact number 1: .....

Contact number 2: .....

Email address: .....

**AVAILABILITY TO WORK**

Please confirm whether you seek Full or Part time work and state the hours that you are available:

Full time

Part time

Number of hours available

.....

bristol  
Call 0117 923 9100

cardiff  
Call 02920 231 000

manchester  
Call 0161 238 9000

plymouth  
Call 01752 548 041

Email [info@brcjobs.com](mailto:info@brcjobs.com)  
Visit [brcjobs.com](http://brcjobs.com)



## ELIGIBILITY TO WORK IN THE UK

Do you have immigration permission to work in the UK?

YES  NO

If NO, do you hold a Work Permit? Please give details:

In line with Home Office guidance on the prevention of illegal working, we will need need to verify and take a copy of your original identification documentation as evidence of your right to work in the UK if you are to be engaged by BRC for temporary work. **This includes everyone, including UK citizens.**

## CRIMINAL CONVICTIONS

Do you have any unspent\* criminal convictions?

YES  NO

\*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of BRC, the offence is relevant to the post to which you are applying. Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.



## HEALTH

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to perform the job or position sought.

Do you have any health issues?

YES  NO

If YES, please specify:

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## DISABILITY

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above?

YES  NO

If YES, please specify any reasonable adjustments needed:

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## DRIVING LICENCE

Do you hold a current UK driving licence

YES  NO

If YES, please provide your licence number:

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## ASSIGNMENT PREFERENCES

Type of role:

Notice required:

Minimum salary/hourly rate:

£

How far are you willing to travel (miles)?

Ideal locations:

## QUALIFICATIONS

Please list training courses completed:

Professional qualifications:



## RIGHT TO REPRESENT

I confirm that I have freely given BRC the right to represent me:

For Temporary Positions: YES  NO

BRC are to provide you with temporary work finding services that is to say we will act as an employment business as defined under The Employment Agencies Act 1973.

**Consultant note:**  
Please issue **Candidate Terms V1**

For Permanent Positions: YES  NO

BRC are to provide you with permanent work finding services that is to say we will act as an employment agency as defined under The Employment Agencies Act 1973.

**Consultant note:**  
Please issue **Candidate Terms V1**

This authorisation covers any introductions to organisations that BRC feel would be relevant in relation to my qualifications and skills, and agreed current vacancies with:

**This permission excludes authorisation to approach in any format the following clients:**

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Signed/Typed by Candidate:**

**Print name:**

**Date:**



## REFEREES (THIS MUST NOT BE A RELATIVE OR CLOSE FRIEND)

Name of referee:

Name of referee:

Position:

Position:

Company name:

Company name:

Address:

Address:

Telephone number:

Telephone number:

Email address:

Email address:

## IF WORKING THROUGH A LIMITED COMPANY

Company name:

Registered address:

Company registration number:

VAT number:

Postcode:

Should you wish to work through an umbrella company, an administration fee may be applicable – as a work-seeker, you have the right to cancel or withdraw from the service in line with the notice period specified by the umbrella company when you register with their service.

**Consultant note:**  
Please issue **Candidate Terms V2**  
For IR35 please ask consultant for details.



## PROOF OF IDENTITY

By asking every candidate to furnish the same documents, we are complying with all aspects of Immigration Laws. Failure to provide required documents will result in your application not being processed. We adhere to the strict identity and immigration guideline set out by the Home Office and Borders and Immigration Agency.

### UK and Ireland

- Valid Passport – (if you don't have one - you will need to bring a Full Birth certificate – the short version is not acceptable) and evidence of your National Insurance number – this can be found on correspondence from the government agencies or this number can be found on your National Insurance card.
- Utility Bill with your current address. (no older than 3 months)

### Europe EU

- Valid Passport or/and your Identity card

- Workers Registration Scheme
- Utility Bill with your current address in the UK (no older than 3 months)
- Address resided in originators country

### Romania and Bulgaria

- Valid Passport or/and your Identity card
- Work Permit (Accession Card)
- Address resided in originators country
- Utility Bill with your current address in the UK (no older than 3 months)

### Rest of the world

- Valid Passport and Visa
- Address resided in originators

country

- Utility Bill with your current address in the UK (no older than 3 months)

## DATA PROTECTION

Your personal information will be treated in confidence; however, it will be shared with third parties: prospective/existing clients, Police/Immigration Services/Government Agencies as necessary.

We will use the information that you provide to: Process your application

- Update and maintain our database
- Keep in touch with you.

When a mobile phone number is supplied either verbally or on this registration form, you are agreeing to be contacted for the following reasons only: Information about an

up and coming role; requesting that you get in touch with BRC; or details about confirming an assignment; process any matters relating to your registration (if your application is successful).

We will hold your information on BRC's database for 5 years from the point of no contact by either side and then we will destroy it.

If you wish for your data to be removed please write to the following address: Operations Department, BRC, 2 St Paul's Road, Clifton, Bristol BS8 1LT.

Under the terms of the Data Protection Act you have the right to obtain a copy of the information held about you, the cost for this is £10.

Information will be released to yourself when the payment has been made. Cheques made payable to Building Recruitment Company. Please advise BRC of when your circumstances change.

For full data protection policy details visit [www.brcjobs.com](http://www.brcjobs.com)



## CANDIDATE DECLARATION

I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to clients. I consent to references being passed onto potential employers.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that BRC will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

I have understood and read all the sections in this form. I confirm that all the information I have written is true and correct and understand that if I give false information I will be subject to criminal and civil investigations and also the possibility of having my assignment terminated.

**Signed/Typed by Candidate:**

**Print name:**

**Date:**

