

Brook Street Registration Form

Employee No.		Skill Category		Branch	
Mr/Mrs/Miss/Ms	Surname	Forename		DOB	Age
Address					
E-mail address					
Tel No.'s		Home		Work	
				Mobile	
Nationality		Permission to work in UK?		Yes/No	
Reason for application?		If under 18, Careers Advice?		Yes/No	
Full Clean Licence? Yes/No		Transport? Yes/No			
Do you consider yourself to have a disability?		Yes/No	Reg Disabled?	Yes/No	Reg No
If yes, please state nature					
Do you have a Criminal Record?		Yes/No	How did you hear about us?		
Next of Kin		Tel No			

Important Notices & Declarations

Health and Safety for Temporary Workers

It is vital that all temporary workers undertake their work in a safe manner in accordance with the Health and Safety at Work Act. Responsibility for briefing you on safety issues will rest with your Supervisor at the place you are working.

When arriving on your first day you should request a copy of the Company Health and Safety Policy. In addition you should ask to be briefed on the specific safety risks and requirements at that site. Remember that you should only undertake work after appropriate training. Do not undertake any task which you believe is unsafe. If in doubt stop work and ask for guidance.

The Client's Health and Safety rules must be complied with at all times. Any failure to comply with them could result in instant termination of your assignment and if an accident should occur there is a possibility of a personal prosecution against you. If an accident should occur it must be reported immediately to the Client Company's Health & Safety Officer, noted in the Client Company's accident book and a copy sent to Brook Street Head Office without delay.

Opt-out of 48 Hour Working Week Agreement

The Working Time Regulations 1998 provide that the Temporary Worker shall not work on an Assignment with the Client in excess of the Working Week unless he/she agrees in writing that this limit should not apply. **If you do not wish to be allowed to work more than 48 hours in a week, do not give your consent below.**

Withdrawal of Consent

The Temporary Worker may end this Agreement by giving the Employment Business 4 weeks notice in writing. For the avoidance of doubt, the Temporary Worker shall not construe any notice bringing this Agreement to an end as termination of an Assignment with a Client.

Consent

The Temporary Worker hereby agrees that the Working Week limit shall not apply.

Signature..... Date.....

Data Protection Notice

Brook Street cares about your privacy and is committed to processing your personal information in accordance with our Data Privacy Policy and the highest standards of fair information practices. Brook Street processes your personal information as necessary (i) to establish and maintain an employment or staffing/placement relationship with you (ii) to assess your suitability for a position or task, to notify you of relevant opportunities and arrange employment or assignments for you, (iii) for the performance of our master vendor relationships, on-site management services and outsourcing arrangements, (iv) to tell you about other services that we provide and (v) for the business risk management, resolution and defence of legal claims and actions, compliance with court orders and other legal obligations and regulatory requirements. Brook Street processes sensitive personal data only if required to meet its legal obligations, or with your consent. (Sensitive personal information means information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or sexual life, and any known offences or proceedings both committed or alleged and any subsequent court sentence).

Certain information is obligatory. Without this information Brook Street cannot effectively process your application. We may disclose your personal information to our clients, other Brook Street entities and where we are otherwise required to do so, such as by court order. Personal information pertaining to you may be transferred overseas including to countries that do not have comprehensive privacy laws. In each case, Brook Street has taken steps to ensure that all information transferred receives an adequate level of data protection.

You can update your personal information or obtain further information or lodge a complaint, by e-mailing us at contact.us@brookstreet.co.uk, or by writing to us at: Brook Street (UK) Ltd, 134 Hatfield Road, St. Albans, Herts. AL14JB.

Declaration:

I have read and understood the above regulations and agree to abide by them I also declare that the information I have given is true to the best of my knowledge and all documents supplied are the genuine article. I confirm there is no legal restrictions to my taking up employment in the UK. I confirm that I have/do not have a criminal record or prosecution pending and that you have permission to seek references on my behalf.

Signed..... Print Name..... Date.....