



YOUR WORLD[®] PROFESSIONAL
Staffing Your Professional Needs

Your World Professional

Registration
Pack



PLEASE READ

Please note all fields with (*) are mandatory so you will not be able to progress without completion.
Once completed, please email or post the form back to us.
NOTE: Form not compatible with iMac and MacBook.

PERSONAL DETAILS (*)

Title:	Surname:
First name:	Middle name(s):
Date of birth: <input type="radio"/> Male <input type="radio"/> Female	
House name or no:	Date of residence:
Street:	Tel home:
Town:	Tel work:
County:	Tel mobile:
Postcode:	Country:
Email address:	
What job/s are you applying for?	

EMERGENCY CONTACT (*)

Name:	Tel home:
Relationship to you:	Tel mobile:
Email address:	

SOURCE

Where did you hear about us? (Please specify where relevant)	
<input type="radio"/> Your World Professional Website	<input type="radio"/> Search engine:
<input type="radio"/> Job board:	<input type="radio"/> Journal/Magazine:
<input type="radio"/> Exhibition:	<input type="radio"/> Other (please specify):
<input type="radio"/> Referral (please specify name):	

NATIONALITY AND ELIGIBILITY TO WORK (*)

Do you hold a British/EU passport? Yes No

Nationality:

Passport no:

Expiry date:

If you do not hold a British/EU passport, do you hold any of the following?

Indefinite Leave to Remain in the UK

Ancestry Visa

Work Permit / Sponsorship (Tier 2)

Spousal/Partnership Visa

Student Visa (Tier 4)

Biometric Residence Permit

Working Holiday Visa/Youth Mobility (Tier 5)

Other (please specify):

Expiry date:

Evidence is required of all passports and visas. Please enclose or send scanned copies or photocopies with this application and bring the originals to your first interview. You will be expected to communicate proficiently in English to work with Your World. All passports and visas will be verified as part of our recruitment procedure.

PROFESSIONAL REFERENCES (*)

Guide to acceptable reference contacts

- We can only accept references within the last 2 years from your finish date*
- We can only accept references from a work email address*
- We can only accept references from employers that currently work at your previous workplace*
- If you have worked through an agency please provide their contact details as well as the client you worked for*
- If you are currently in full-time Education or have been in Education in the last two years please provide your Tutor / Lecturer as a reference contact.*

Reference 1

Organisation:

Your Job Title:

Department:

Grade/Band (if applicable):

Dates Employed (Month/Year):

Referee Name:

Professional Title:

Work Email:

Work Tel:

Capacity in which known (i.e. Manager):

Can we contact prior to interview? Yes No

Reference 2

Organisation:

Your Job Title:

Department:

Grade/Band (if applicable):

Dates Employed (Month/Year):

Referee Name:

Professional Title:

Work Email:

Work Tel:

Capacity in which known (i.e. Manager):

Can we contact prior to interview? Yes No

PROFESSIONAL REFERENCES *(continued)* (*)

Reference 3

Organisation:

Your Job Title:

Department:

Grade/Band (if applicable):

Dates Employed (Month/Year):

Referee Name:

Professional Title:

Work Email:

Work Tel:

Capacity in which known (i.e. Manager):

Can we contact prior to interview? Yes No

DECLARATION OF CRIMINAL RECORD (*)

Applicants are exempt from the Rehabilitation of Offenders Act 1974. You are required to declare prosecutions or convictions, including those considered 'spent' under this Act. Please tick.

- | | |
|--|--|
| 1. Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? | <input type="radio"/> Yes <input type="radio"/> No |
| 2. Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? | <input type="radio"/> Yes <input type="radio"/> No |
| 3. Have you had a Police check in another country within the last 6 months?
If so, please provide details below and enclose a copy if held. | <input type="radio"/> Yes <input type="radio"/> No |
| 4. Have you ever been suspended or are you currently under investigation by an NHS Trust, professional body or any other organisation? | <input type="radio"/> Yes <input type="radio"/> No |

If Yes, please provide details:

- | | |
|---|--|
| 5. Have you ever had a Disclosure and Barring Service (DBS) check?
(formerly Criminal Records Bureau check or CRB) | <input type="radio"/> Yes <input type="radio"/> No |
|---|--|

Disclosure no:

Date:

Company that conducted the check:

If you have signed up for the DBS Update Service, please provide the details of your DBS number:

Your World will undertake an Enhanced DBS check on your behalf. You will not be placed without having completed a current DBS check. Your World Recruitment Group utilises the DBS e-Bulk service.

Please contact your recruitment team to check the process for completing the DBS application online. Please enclose all ORIGINAL documentation (e.g. passport) as requested, not just photocopies. These will be returned to you immediately.

Please note that at any stage whilst working for Your World Recruitment Group we receive a DBS enhanced disclosure that highlights information you have not declared then you will be removed from your assignment.

DECLARATIONS (*)

Working Time Directive

The Working Time Regulations 1998 require Your World Recruitment Group to limit your average weekly working time to 48 hours unless you agree with Your World Recruitment Group that the limit shall not apply to you:

- I agree to limit my working week to no more than 48 hours
- I disagree to limit my working week to no more than 48 hours

Candidate Handbook

Please download, print and sign the Candidate Handbook from our website. You will need to return this with the application pack. The link to it is www.yourworldpro.com/candidates/document-downloads

I can confirm that I received, read and understood each section of the Candidate Handbook:

I can confirm that I have read this document fully and that all the information provided to Your World Recruitment Group is correct and to the best of my knowledge and belief. I give consent to contact referees regarding the information I have provided unless specified otherwise.

I will inform Your World Recruitment Group should anything change that might affect my position and I understand the information given on this form will be processed by computer and used for registration purposes, under the Data Protection Act 1998.

1. I understand that if I am at any stage charged or cautioned after signing this declaration, I must inform Your World Recruitment Group.
2. I acknowledge that I have been given a copy of the terms and conditions of service issued by Your World Recruitment Group, which is mine to keep, and furthermore that I have read those terms and conditions and agree to abide by them.
3. I am not aware of any condition, medical or otherwise, which would affect or limit my employment or performance, other than those declared in my Occupational Health Form.
4. I acknowledge and confirm that Your World Recruitment Group is authorised to apply for and obtain a Disclosure and Barring Service (DBS) check and references from any previous employers and educational establishments.
5. I declare that the information given herein is true and complete and is not presented in a way intended to mislead. I agree that if I have given false or misleading information or omit to give relevant information now or in the future that Your World Recruitment Group may cease to offer me further agency placements without notice, as well as claim for recovery of any payments I have received, together with a claim for loss of profit to Your World Recruitment Group.
6. I agree that the maximum weekly working time specified in Regulation 4(1) and (2) of the Working Time Regulations 1998 shall not apply to working with Your World Recruitment Group unless specified above.
7. I acknowledge that my personal details will be stored and handled correctly by Your World Recruitment Group in accordance with the Data Protection Act 1998, however, I agree that they may be made available for audit/review by relevant third parties. (This is relevant for all information including all documents - DBS, Occupational Health, References).
8. I understand that if I am on a student visa I can only work for 20 hours per week during term time. I understand that I have a responsibility to monitor this. In addition, if my position as a student changes, I must inform Your World Recruitment Group.
9. I understand that if I am on a Tier 2 Sponsorship Visa, I can only work for a maximum of 20 hours per week at the same professional level as my sponsorship. I understand that I have a responsibility to monitor this. In addition, if my position with my sponsored company changes, I must inform Your World Recruitment Group.
10. I acknowledge that if any of my details stated on this Application Form change, or my circumstances change, which may affect my ability to work for Your World Recruitment Group, I must inform Your World Recruitment Group immediately.
11. I confirm that I am not currently under any investigation or suspension by my current or previous employer. I will inform Your World Recruitment Group if I am under any investigations or suspensions by a previous employer at any point whilst working for Your World Recruitment Group.
12. I acknowledge that should I reach the 12 week Qualifying Period under the Agency Workers Regulations, I may be asked for, and will provide, further documentation as evidence of qualifying weeks, if Your World Recruitment Group deem it necessary.
13. I confirm that whilst working for Your World Recruitment Group I am willing to work through any of the brands/subsidiary companies that form part of Your World Recruitment Group of companies. These include (but are not Limited to) Your World Professional, Your World Healthcare, Your World Nursing, Your World Education, Your World Recruitment and Temps4Healthcare. I understand that I will be informed at the time of placement which company/ brand that I will be working for and will be provided with the relevant documentation to represent that company.

Signature:

Print name:

Date:



PLEASE READ

Once completed, please email or post the form back to us.

NOTE: Form not compatible with iMac and MacBook.

We are Your World Recruitment Group of Level 5, Broadgate Tower, 20 Primrose Street, London, EC2A 2EW (throughout "we", "us", "our" and "ours") including, for the purposes of this agreement, our branch offices and our subsidiary or associated companies including but not limited to: Your World Professional, Your World Education, Your World Healthcare, Your World Nursing, Your World Social Care, Your World Recruitment and Temps 4 Healthcare.

INFORMATION - Please PRINT your name and details in full

You are (throughout "you" and "your"):

House name or number:	Street:
Town:	County:
Postcode:	Country:

Introduction

We generally operate as an Agency when introducing you to clients for direct positions with clients and as an Employment Business when supplying you to clients on a temporary basis, as referred to in the Regulations. We are in the business of providing recruitment services to Clients looking for workers, and work finding services to candidates seeking work. You are seeking work, have provided us with your personal details to be registered on our database of candidates, and have asked us to locate work for you. We are prepared to seek work for you on the basis set out in these terms, and you wish to accept our services.

Our obligations to you

- Whilst your details are registered on our database
 - we may from time to time and at our sole discretion search for work opportunities for you, usually within the Work Types, and if we consider any opportunity may be suitable we may inform you of any terms proposed
 - we may, where appropriate in each case, arrange an interview for you to meet a Client and assist in concluding any negotiations but we offer no guarantee that an opportunity we inform you of will be capable of being progressed
 - on or before the time of your acceptance of a Proposal you must inform us whether you have previously worked in any capacity for the Client or End User named in the Proposal at any time after 30th September 2011, and if you have so worked, provide us with the following information:
Name of Client and location for whom you worked; Start and End date of placement; Role undertaken during those dates; Reason why the placement ended.
- If you do not wish us to provide your information to any particular Client it is important that you inform us in writing, providing us with sufficient detail so that we can recognise all of the persons or organisations you wish to exclude, and we cannot accept any liability if we provide your information to any Client other than one you have specifically excluded.
- You acknowledge that this agreement between you and us is for work finding services only and you are not our employee nor are you engaged by us for any purpose. Should we locate temporary work for you, the terms that shall apply will be our default terms, or the terms of our standard agreement with personal service companies ("PSC") where you wish to operate through a PSC, or our standard agreement with umbrellas should you wish to operate through an umbrella company and in this case you shall agree the terms in the Terms of Agreement set out in Schedule 1.

Your agreement

- In consideration of registration of your details on our database, whilst you are so registered, you agree
 - to provide us with a full and accurate curriculum vitae if you have not already done so, and, if we request it, proper evidence of your entitlement to work in the United Kingdom and any qualifications or certificates that are referred to in your curriculum vitae or otherwise disclosed by you
 - to provide us with any information we reasonably request and any information relevant to the decision of a Client to engage you including information that may result in the best interests of a Client being affected in any way, whether relating to your health such that it may affect your ability to perform tasks which are intrinsic to the role or other matters relating to your ability to perform work efficiently or otherwise (including charges for criminal offences and undischarged criminal convictions)
 - to our verification of, retention and use of all information and documents we obtain, either from you or from any other party relating to you, for the purpose of our statutory obligations and for locating work for you, including the provision of such information and documentation to a Client, and relevant use by the Client, but you may withdraw your consent by notice in writing to us at any time and thereafter we shall only provide such information and documents where required by law
 - that clause 4(c) shall apply to information received by us both before and after commencement of any engagement we arrange and you warrant that all information you provide hereunder shall be full and accurate in all material respects
 - to notify us immediately of any change in any of the information (without limitation) you have provided to us at any time

- upon request, to provide us with names of suitable referees that are not Relatives as defined in the Regulations
- at all times to act in good faith towards us, and advise us if you wish your registration on our database to be removed.

General

- It is further agreed that
 - whilst we shall at all times act in good faith, we may remove your details from our database at any time
 - we have no obligation to provide you with any information or service other than specifically as set out in this agreement or required by law
 - we do not guarantee that any work will be found and we do not accept any liability if we do not locate any such work for you, nor do we guarantee that any work found will be suitable for you
 - you recognise that a Client may withdraw an opportunity at any time before you have formally agreed to become engaged by such Client, and, whilst we shall endeavour to obtain accurate information from a Client, whether as to a role, nature of the work or otherwise, we accept no liability for information we have passed to you in good faith and cannot guarantee its accuracy
 - you recognise that any temporary work we locate that may be suitable for you is subject to you entering into a further agreement whether directly with us or via a nominated and agreed third party umbrella or PSC and we accept no liability if a third party with whom we contract decides not to engage you for any reason
 - it is agreed that in the event that suitable work is found for you
 - we shall make payment to you, or to a nominated and agreed third party umbrella or PSC ("Third Party") with whom we have entered a separate agreement, regardless of whether we have received payment from our client for any work performed
 - the length of notice to be given by you or us to terminate any work found by us for you shall be stipulated in an assignment confirmation, either agreed between you and us or agreed between us and a Third Party
 - the rate of remuneration payable for any work performed by you, and the frequency in which payment shall be made shall be confirmed in an assignment confirmation, either agreed between you and us or agreed between us and a Third Party
 - details of any annual leave entitlement relating to such work shall be stipulated in a separate agreement between you and us or in an agreement between you and a Third Party
 - we shall not be liable for any loss or damages if work found for you is not suitable, for any action tort or breach of contract by a Client or any third party with whom you or we contract, for any failure by us to provide any information or service, save to the extent strictly required by law or arising out of any representation made by a Client or any third party with whom you or we contract to you, or by us to you in good faith and deriving from inaccurate or incomplete information provided by a Client to us
 - without prejudice to clause 5(g) our liability in any event, save for monies due for work done, shall be limited to direct loss only and shall not exceed £50,000 save where a limit is precluded by law
 - no provision in this agreement is intended to, nor shall it, affect or prejudice any right you may have under any law relating to discrimination and all the provisions of this agreement are reasonable
 - each portion of this agreement, defined by punctuation, and paragraphs, is separate, distinct and severable and to give meaning to the intention of you and us the Court may modify any portion of this agreement that may otherwise be void; subject thereto a void portion may be severed, and the remaining provisions, including any such modified hereunder, shall continue in force

- (k) clauses intended to have effect following termination shall survive termination
- (l) this agreement will continue until terminated on one week's written notice by one party to the other
- (m) this agreement supersedes any previous agreement relating to our services, and you have not relied on any representation made by us that is not set out in this agreement, and this agreement may not be varied save by agreement of both you and us (whether orally or otherwise) and confirmed in writing by us and signed by our authorised officer (n) we may assign our rights and obligations under this agreement but you may not do so without our prior written consent
- (o) the Laws of England and Wales govern this agreement and the English Courts have sole jurisdiction.

Definitions and meanings

Client: a client of ours, including any third party with whom we have a relationship of any kind as a client, or potential client, who may be interested in engaging you, or does engage you, or who may wish to utilise your services in any way
Regulations: The Conduct of Employment Agencies and Employment Businesses Regulations 2003

Agreement
 In consideration of the mutual obligations set out in this agreement you accept and agree these terms, which for the avoidance of doubt includes the terms set out in Schedule 1, which you acknowledge you have fully read and understood. Note: You may confirm your acceptance by signing below, or by confirming your acceptance orally, by email or by fax. Should you request us to seek work for you at any time after you have received these terms, your request shall be deemed to be your acceptance of these terms.

WORK TYPES The types of work we shall seek for you are:	Date issued:
	Candidate's signature:
	Print name:

SCHEDULE 1 - TERMS OF AGREEMENT

These Terms of Agreement are made the (DD/MM/YYYY) between us and you.

WHEREAS

A. Pursuant to an agreement (the "Master Agreement") made between us and

(Insert name of your limited company or the umbrella company you wish to work with)

Limited (the "Supplier") the Supplier has agreed to provide services (the "Services") to third parties (the "Client" or "End User").

B. In consideration of the Supplier entering into the Master Agreement and of the agreement between the Supplier and you and by virtue of the fact that you will be utilised by the Supplier in the course of the Supplier providing the Services, you agree to enter into this Deed with us.

Definitions

Specified Services: the work requirements set out in a Proposal as provided by us to the Supplier to be provided by you

Proposal: an offer of temporary work setting out the identity of the specific Client, the representative to be allocated by the Supplier, location, assignment term, hours of work and any other special terms

Client: a client of ours including any third party with whom we have a relationship of any kind as a client, or a potential client, who may be interested in engaging you or does engage you, or who may wish to utilise your services in any way including, for each Assignment such third party who is specified to be the Client in a Proposal

Assignment: the arrangement for the Supplier to provide your services to a Client on the terms set out in the relevant Proposal accepted by the Supplier

End User: any third party for whom, or at whose premises, the Specified Services are performed as directed by a Client

The parties hereby agree as follows:

1. You warrant that
 - (a) you are qualified and suited as a representative of the Supplier in performance of the Specified Services
 - (b) you are aware of the terms of the Proposal, or shall ensure that you become aware of the terms of the Proposal before commencing the Specified Services, and shall, to the extent work is undertaken by you for the Supplier, perform such work promptly, efficiently and professionally and in good faith on the Supplier's behalf for the Client or End User with regard to the relevant terms of that Proposal and the Specified Services requirements.
2. You shall
 - (a) be subject to the direction, supervision and control of the Client or End User to the extent necessary for the proper provision of the Specified Services and comply with such rules and regulations of the Client or End User as are relevant to external contractors
 - (b) keep written records of time worked and requested by the Client and have such records signed by a person authorised by the Client and submit such records to the Supplier
 - (c) not do anything that may damage our reputation or that of the Client or cause our agreement with the Client to be terminated
 - (d) not during an Assignment or thereafter for a period equivalent to the period of supply under the Master Agreement or, where there has been more than one Assignment within the last two years, for the total period of all Assignments within the last two years with the relevant Client (but not being less than 3 months nor more than 12 months) either

directly or indirectly (whether under a contract of services or a contract for services or through any third party) provide similar consultancy services to the Client or End User except by contract through us other than with our prior written approval

- (e) not divulge to any party or use for your own benefit any information capable of being confidential relating to the affairs business or methods of us or the Client or End User or information received from us or the Client or End User except that which is in the public domain or is trivial or obvious or authorised to be released or required by Court Order to be disclosed
 - (f) not discuss with the Client or End User the terms of this agreement, an Assignment or the Supplier's engagement with us other than strictly as required for the proper objectives of the Specified Services
 - (g) not import any software onto the systems of the Client or End User without the prior written consent of the Client or End User or use any facilities provided to it by the Client or End User for any purpose other than is authorised by the Client or End User
 - (h) not use any facilities provided to you by the Client or End User for any purpose other than is authorised by the Client or End User
 - (i) not in relation to the relevant Client or End User during an Assignment or for 6 months thereafter act or do any act capable of being in competition with us and you acknowledge that you agree this clause as a result of the provision by us or the Client of confidential information to you
 - (j) not, either during an Assignment or for 12 months thereafter directly or indirectly solicit or entice away from us any of our officers, agents or employees that have been involved in any matter relating to this agreement or an Assignment without our written consent
 - (k) not do anything that may be construed or perceived by us as bribery, whether intended for our or your own benefit; bribery is a serious offence and, without prejudice to any other remedy available to us, breach of this provision shall entitle us to terminate any Assignment and the Master Agreement immediately without notice
 - (l) inform us immediately if you are not provided with access to suitable facilities and amenities on a Client or End User site to which you feel you should have access
 - (m) inform us immediately if
 - (i) you feel that you are being treated unfairly, or
 - (ii) for any reason you consider that the Supplier is not meeting its statutory obligations towards you.
3. You agree that
 - (a) upon termination of an Assignment you shall deliver up to the Client or End User all materials of the Client or End User in its possession
 - (b) the benefit of any work undertaken by you for the Supplier under the Master Agreement including any copyright or intellectual rights of any kind in such work shall respectively be and remain the property of the Client or End User and you will sign all documents required for verification of such rights as belonging to the Client or End User.
 4. Us and you hereby agree and declare that this Agreement has been executed to give us covenants which support those given by the Supplier to us and that nothing herein shall create or be deemed to create any employment or subcontractor relationship and you are and remain an employee or sub-contractor of the Supplier.
 5. This Agreement is governed by English Law and shall be subject to the jurisdiction of the English Courts.

This agreement is made on the date mentioned above.

Candidate's signature:	Signed on behalf of Your World Recruitment Group:
Print name:	 Simon Ryan, Divisional Manager



PLEASE READ

Once completed, please email or post the form back to us.
NOTE: Form not compatible with iMac and MacBook.

CONFIDENTIAL

The purpose of the questionnaire is to see whether you have any health problems that could affect your ability to undertake the duties of the post you have been offered or place you at any risk in the workplace. We may recommend adjustments or assistance as a result of this assessment to enable you to do the job. Our aim is to promote and maintain the health of all people at work.

Personal Details

Title:	Surname:
First name:	Middle name(s):
Date of birth:	Home tel:
Work tel:	Mobile:
Home address	GP address
House name or no:	House name or no:
Street:	Street:
Town:	Town:
County:	County:
Postcode:	Postcode:
Country:	Country:

Medical History *(all staff groups complete this section)*

Do you have any illness/impairment/disability (physical or psychological) which may affect your work?	Yes	No
Have you ever had any illness/impairment/disability (physical or psychological) which may been caused or made worse by your work?	Yes	No
Do you think you may need any adjustments or assistance to help you to do the job?	Yes	No
Are you having, or waiting for treatment (including medication) or investigations at present? If your answer is yes , please provide further details of the condition, treatment and dates	Yes	No
If you have indicated yes to any of the above question's you must provide further details, failure to do so will result in the form been returned/rejected. Additional information:		

Declaration

The information supplied is true to the best of my belief. I agree to inform my employer of any health problems so that my health and safety can be protected whilst at work.

Signed:

Print name:



1. Your Details

First name:	Email address:
Middle name:	Phone Number:
Surname:	Date of birth:

2. How Are You Currently Paid?

Ltd Co. <i>(Go to section 3)</i>	Paye
Umbrella <i>(Go to section 4)</i>	Self Employed
Non Applicable	

3. Only Complete If Ltd co. (PSC)

Name of bank:	Bank account name:
Sort Code:	Account number:
Bank city:	Bank postcode: