



Temporary Registration Checklist

**Please ensure you return all documentation detailed in the “Temporary Registration Checklist”.
Employment is subject to the completion and return of the following documentation.**

- BACS Authorisation Form**
Required to authorise The Agency to pay you into a nominated bank account.
- Applicant Declaration**
Confirms you have no criminal record & able to work in the UK
- Pre Employment Health Declaration**
Confirming you do not require any special provisions within the workplace
- Contract for Services**
The agreement between Howard James Recruitment Ltd and you the temporary worker
- HMRC – New Starter Form**
Required to ensure you do not overpay tax to the government. This replaces P45, P46 and P38.
- Right to Work Documentation**
This is a proof of identification, I am sure you understand the need in this day and age
- GDPR Compliance Form**
Under the GDPR rules and regulations we need permission to contact you, please complete to allow us to send you information relating to your job search/employment
- Reference Information**
All employment with The Agency is subject to satisfactory references. Please provide reference information to cover the last two years or your last three jobs.

Additional Documents (only if required for the contract)

- Consent to Drug and Alcohol Screening**
Due to Health & Safety regulations some of our clients require periodical Drugs and Alcohol tests for insurance purposes.
- Consent to Search**
Gives your permission for the hiring company to search you periodically without notice
- Authorisation to release/exchange confidential information**
Gives permission to share your starter information with your new company

Employment will only commence upon receipt of all the above documents.

Please complete, scan and return via email to: **payroll@howardjames.co.uk**

Where you do not have the facility to scan and email the documents back, either post by **“RECORDED”** mail or **“Fax”** to:

POSTAL ADDRESS

Howard James Recruitment Consultancy Ltd
Payroll Department
83 Ducie Street, Manchester, M1 2JQ

FAX NUMBER

01606 339780

NB – Postal submissions should be sent recorded to ensure security