
Max20 Registration Form

1. Equal Opportunities Statement

max20 Ltd 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 on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy.

max20 Ltd shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. max20 Ltd will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

2. Criminal Convictions (Please delete clearly as appropriate)

Do you have any unspent* criminal convictions? Yes/No

If yes, state convictions and dates

*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 max20 Ltd, 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.**

3. Permission to work in the UK/Identification

Are you a UK citizen (Y/N) (delete clearly as appropriate)

If you have answered YES, in line with Home Office guidance on the prevention of illegal working you will need to forward a copy of your valid British passport (we will require a copy of the front cover and a copy of your personal details page with photographic evidence).



If you cannot produce a valid British passport, we will accept the following combination of documents (3 items, one from each section).

1. [Valid Photographic Evidence](#)

- UK Photographic Driving Licence
- University Card
- Government Issued Card
- Citizen Card

2. [Proof of Eligibility](#)

- National Insurance Documentation (NI Card, P60, P45)

3. [Other Documentation](#)

- Full UK Birth Certificate
- Certificate of Registration or Neutralisation stating that the holder is a British Citizen.
- Letter issued by Home Office stating the person has permission to be in the UK indefinitely and undertaking work.

- Immigration status document issued by Home Office endorsing the persons right to work in the UK.

[4. Citizens of European Economic Area](#)

This section applies to citizens of the EEA countries. This includes the following countries; Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia, Romania, Bulgaria and the UK. Although not strictly within the EEA, Switzerland is treated in the same way as other EEA nationals.

Citizens of these countries do not need express permission to work in the UK and therefore are not required to produce any special documentation. However, we do require the same standard as applied to British Citizens. Therefore we insist upon candidates producing a valid passport from an EEA nation.

[5. All other Nationalities](#)

You will be required to provide one of the following options;

- A Biometric Immigration Document or Application Registration Card
- An appropriate Work Permit and either the ID & endorsement pages of your national passport
- Photographic ID & Official letter confirming your entitlement to work status
- Official document indicating your name & permanent NI number and Photographic evidence & either Certificate of Registration/Naturalisation as a British Citizen or appropriate letter from the UK Government

6. CRB (Please delete clearly as appropriate)

Do you hold a current CRB Certificate. (Y/N) If so is it enhanced (Y/N)

If you have answered YES, please forward a copy with your other documentation.

7. References

You will be required to provide 2 referee details which will be taken up prior to any interview. They must be recent & business related. (not personal).

8. Health

You are required to complete a Health Questionnaire Form (document enclosed). This must be completed and returned with your Registration Form.

9. Opt-Out Agreement/Terms & Conditions

max20 Ltd specialises in the provision of IM&T Contract & Permanent staff exclusively to the NHS. We supply our services via the mechanism of a UK Limited Company, which has opted out of "The Conduct of Employment Agencies & Employment Business Regulations 2003".

By signing this form you are agreeing to opt-out of "The Conduct of Employment Agencies & Employment Business Regulations 2003".

Data Protection Statement

The information that you provide on this form and on any CV given will be used by max20 Ltd to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients.

We may check the information collected, with third parties or with other information held by us.

We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other way permitted or required by law.

Max20 Ltd

Max20 Ltd operates as an Employment Business placing contractors and an Employment Agency placing permanent staff. We do not charge any fee to the candidate. Our aim is to match your talents with the demands of our clients. We believe in working closely with you throughout the recruitment process. We ensure your interests are progressed to the highest standard.



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.

I agree to opt-out of “The Conduct of Employment Agencies & Employment Business Regulations 2003”, and agree to max20 Ltd current Master Agreement for the Supply of Services (Terms & Conditions).

I agree to max20 Terms & Conditions. A full copy of max20 Ltd current Terms & Conditions are available on our website at www.max20.com

My Limited Company will also agree to opt-out of “The Conduct of Employment Agencies & Employment Business Regulations 2003” prior to commencement of any assignment with max20 Ltd.

I agree and understand the requirements regarding any assignment I pursue.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that max20 Ltd 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).

Signed by candidate

.....

NameDate.....

Address.....

.....

Tel No:.....

National Insurance Number.....

PLEASE NOTE

This information is required before we can process your application

Please return the signed & completed form together with the relevant copy/copies of your ID, CRB Certificate (if applicable) and Health Questionnaire Form to;

e-mail: admin@max20.com

Fax: 0161 928 5281

