

# Application Form

Thank you for your interest in working for MPA Recruitment.  
MPA Recruitment offers a free and confidential service to all our candidates

## Our Branch Locations

Derry-Londonderry	18 Great James Street	Derry-Londonderry	BT48 7DA	Tel: 028 7136 0070
Ballymena	5 Greenvale Street	Ballymena	BT43 6AR	Tel: 028 2542 0136
Belfast	29-31 Montgomery Street	Belfast	BT1 4NX	Tel: 028 9521 1111
Coleraine	17 Stone Row	Coleraine	BT52 1BP	Tel: 028 7035 7035
Omagh	13 Sedan Avenue	Omagh	BT79 7AQ	Tel: 028 8224 2595

## Documentation

We have tried to make sure registration as simple and straightforward as possible. Please make sure you have all the documents listed below when you come to see us.

- Complete the forms using black ink**
- Fully completed application form with no gaps**
- Proof of identity - Passport, Birth Certificate, National Identity Card**
- Proof of National Insurance number**
- Proof of address**
- Driving Licence**
- Two Passport photos**
- Proof of GCSE English and Maths**
- Proof of relevant qualifications (e.g. Food Hygiene, CPC, ADR, Forklift license)**

*Non-EU citizens—please also bring*

- Evidence of your right to work in the UK e.g. Visa work permit and Home Office confirmation**

## Equal Opportunities

MPA Recruitment is committed to equality of opportunity for all applicants regardless of gender, marital status, perceived religious affiliation, political opinion, race, ethnic origin, disability, age or sexual orientation.

We select those suitable for employment and advancement solely on the basis of merit, i.e. on the basis of eligibility or terms of ability, qualifications and aptitude for work, and we are also monitoring our activities to ensure that our equal opportunities policy is effectively implemented. The application of equal opportunity in the agency is being monitored on the basis of a comparison of sex, marital status, community background, disability and ethnic origin of applicants. The question on community background is asked in order to fulfil our requirements under the fair employment legislation. It is therefore an offence under the act for any person to knowingly give false information.

*Please tick appropriate box*

Sex  Male  Female  
Marital Status  Single  Married  Other

Community Background

I am a member of the Protestant community   
I am a member of the Catholic community   
I am a member of neither the Protestant community nor the Catholic community

Disability

Do you consider yourself as having a disability?  Yes  No

Ethnic Origin (i.e. origin by birth, not nationality)

What do you consider your ethnic origin to be?

White  Black African  Black Caribbean  Mixed Ethnic Group  
 Chinese  Irish Traveller  Indian  Pakistani  
 Bangladeshi  Any other ethnic group, please specify \_\_\_\_\_

## Equal Opportunities Monitoring

Access to this information will be strictly controlled and will not be available to those considering your application for employment.

The information will subsequently be transferred to the monitoring system operated by the monitoring officer. There it will be strictly controlled in accordance with MPA Recruitment's Code of Practice.

## Marketing

How did you hear of MPA Recruitment? \_\_\_\_\_

Have you ever worked for MPA or any other agency? \_\_\_\_\_

**FOR OFFICE USE ONLY:** Applicant Reference \_\_\_\_\_

## Personal Details

### Personal Details

Title	_____	Marital Status	_____
First Name	_____	Middle Name	_____
Last Name	_____	Maiden Name	_____
Known as	_____	Nat. Insurance No.	_____
Date of Birth	_____	Do you hold a current driving licence?	_____
Address	_____ _____ _____	Do you have your own transport?	_____
City / Town	_____	Maximum Travel Distance	_____
County	_____	Mobile Phone	_____
Postcode	_____	Home Phone	_____
Email address	_____	Work Phone	_____

### Work Permit

Nationality \_\_\_\_\_

Work permit held \_\_\_\_\_ Exp.date \_\_\_ / \_\_\_ / \_\_\_

Type of Work Permit \_\_\_\_\_

If Student, name of college / university \_\_\_\_\_

### Bank / Building Society Details

Bank Name	_____	Location	_____
Sort Code	_____	Account No.	_____
Account Holders Name	_____		

MPA Recruitment will pay weekly earnings directly into the bank or building society detailed above.

MPA Recruitment must be notified of any changes to these details in writing.

### Type of Work Sought

Type of work sought \_\_\_\_\_

<input type="checkbox"/> Permanent F/T	<input type="checkbox"/> Permanent P/T	<input type="checkbox"/> Temporary F/T	<input type="checkbox"/> Temporary P/T
<input type="checkbox"/> Days	<input type="checkbox"/> Nights	<input type="checkbox"/> Weekdays	<input type="checkbox"/> Weekends

Preferred Salary / Hourly Rate \_\_\_\_\_

### Rehabilitation of Offenders

Do you have any unspent criminal convictions?  Yes  No

If yes, please list: \_\_\_\_\_

## Employment Record

Please list your previous posts beginning with the most recent starting with the most recent starting when you left education. (All gaps must be accounted for - please continue on blank paper if necessary).

From			To			Name & Address of Employer	Title of post held / grade and brief description of duties	Reason for Leaving	Salary
Day	Month	Year	Day	Month	Year				

## Professional References

MPA Recruitment requires a reference from your last or most recent employer. By professional we mean actual employers, not colleagues, so work addresses are essential.

<p><u>Referee 1</u></p> <p><b>First Name</b> _____</p> <p><b>Last Name</b> _____</p> <p><b>Relationship</b> _____</p> <p><b>Company Name</b> _____</p> <p><b>Address</b> _____</p> <p>_____</p> <p>_____</p> <p><b>City / Town</b> _____</p> <p><b>County</b> _____</p> <p><b>Postcode</b> _____</p> <p><b>Work Phone</b> _____</p> <p><b>Mobile Phone</b> _____</p> <p><b>Fax</b> _____</p> <p><b>Email</b> _____</p>		<p><u>Referee 1</u></p> <p><b>First Name</b> _____</p> <p><b>Last Name</b> _____</p> <p><b>Relationship</b> _____</p> <p><b>Company Name</b> _____</p> <p><b>Address</b> _____</p> <p>_____</p> <p>_____</p> <p><b>City / Town</b> _____</p> <p><b>County</b> _____</p> <p><b>Postcode</b> _____</p> <p><b>Work Phone</b> _____</p> <p><b>Mobile Phone</b> _____</p> <p><b>Fax</b> _____</p> <p><b>Email</b> _____</p>	
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## Qualifications

<b>Level of Qualification</b> <i>E.g. GCSE, A-Level, Degree</i>	<b>Date Taken</b>	<b>Subject Area</b>	<b>Grade / Result</b>

## Occupational Health Questionnaire

Name \_\_\_\_\_

D.O.B \_\_\_/\_\_\_/\_\_\_

Job Title: \_\_\_\_\_

Contact No \_\_\_\_\_

	Yes	No	Details <i>(If YES you must include details, if date unknown please estimate)</i>
Have you ever been treated at a hospital for a serious illness or surgery?			
How much time have you lost from work due to illness in the last five years?			
Are you registered disabled?			
Were you ever diagnosed as dyslexic, dyspraxic or any related conditions?			
Were you ever diagnosed with aspergers or any related conditions?			
Have you ever required adjustments to help you undertake school or work tasks?			
Has anyone in your family or household had tuberculosis?			
Have you ever had Tuberculosis?			
Have you ever been tested for HIV?			
Have you ever lived abroad?			
Have you ever coughed up blood or had a persistent cough for more than 3 weeks in the last year?			
Have you had unexplained weight loss in the last year?			
Have you had unexplained fever, high temperature and/or night sweats?			
Do you smoke? How many per day?			
Do you drink alcohol? How many units per week?			
Are you receiving Medicines or prescriptions from your Doctor?			
Do you have any conditions other than those listed above which could affect how you carry out your assignment?			
Do you have any conditions which would make it difficult to undertake night work?			
<b>Have you ever suffered from any of the following</b>	<b>Yes</b>	<b>No</b>	<b>Details</b> <i>(If YES you must include details, if date unknown please estimate)</i>
Heart / Circulatory Illness / Hypertension			
Diabetes			
Asthma / Hayfever			
Bronchitis / Pneumonia / Pleurisy			
Tuberculosis			
Epilepsy / Frequent Fainting Attacks			
Severe / Frequent / Prolonged Headaches or Migraines			
Psychiatric Illness / Anxiety / Depression			
Dermatitis / Psoriasis / Eczema			
Allergies to rubber / latex or any drugs			

Back Injury / Back Pains			
Recurrent infections E.G sore throats / Ear Infections			
<b>Have you ever suffered from any of the following</b>	<b>Yes</b>	<b>No</b>	<b>Details</b> <i>(If YES you must include details, if date unknown please estimate)</i>
Hepatitis / Jaundice			
Chronic or recurrent diarrhoea / colitis			
Problems with your hands, arms, legs or feet which effect movement or normal use			
Any illness or disease that makes you more vulnerable to infection			
Chicken Pox (Varicella)			
Shingles			
German Measles (Rubella)			
Hepatitis			
Typhoid			
Dysentery			
Food Poisoning			
<b>Have you ever been vaccinated, immunised or tested for the following</b>	<b>Yes</b>	<b>No</b>	<b>Details</b> <i>(If YES you must include details, if date unknown please estimate)</i>
Tuberculosis (BCG)			
Mumps, Measles and Rubella (MMR)			
Hepatitis A			
Hepatitis B			
Hepatitis C			
Typhoid			
Tetanus			
Poliomyelitis			
Swine Flu			

## Declaration

I declare that the forgoing statements are true and complete to the best of my knowledge. I am aware that I will be held responsible for the accuracy of this declaration and that if any answer is found to be false within my knowledge or any relevant fact has been wilfully suppressed I will be liable for dismissal.

Name \_\_\_\_\_

*(Please print)*

Signed \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

# Contract for Services for Temporary Workers

**Contract for Services for Temporary Workers Between MPA Recruitment Ltd, acting as an Employment Business and herein after referred to as MPA.**

1. These terms constitute a contract for services between MPA and the temporary worker and they govern all Assignments undertaken by the temporary worker. However no contract shall exist between MPA and the temporary worker between Assignments.
2. For the avoidance of doubt, these Terms shall not give rise to a contract of employment between MPA and the temporary worker. The temporary worker is engaged on a contract for services basis as a \_\_\_\_\_ and is required to make "statutory deductions from the temporary worker remuneration in accordance with clause 4.
3. No Changes will be made to these Terms, unless such changes are agreed with the Temporary Worker, set out in writing and a copy given to the temporary worker.
4. MPA agrees to offer to the temporary worker opportunities to work where there is a suitable Assignment with a hirer, (hereinafter called the Client) requiring such a worker.
5. MPA reserves the right to offer any Assignment to such temporary workers as it may elect where that Assignment is open to several temporary workers.
6. The Temporary Worker acknowledges that the nature of temporary work means that there may be periods when no suitable work is available, the suitability of the work to be offered will be determined solely by the Employment Business, MPA shall incur no liability to the temporary worker should it fail to offer opportunities to work.
7. MPA shall pay to the temporary worker remuneration calculated at the actual hourly rate notified on a per Assignment basis for each hour worked during an Assignment to be paid weekly in arrears, subject to deductions in respect of PAYE pursuant to sections 44-47 of the Income Tax (Earning & Pensions) Act 2003 and Class 1 National Insurance Contributions and any other deduction which MPA may be required by law to make. The hourly rate will be no less than the National minimum wage.
8. The temporary worker is under no obligation to accept any offer of an Assignment, but if he/she does so, he/she shall at all times when services are due to a Client comply with the following conditions:
  - a) Not to engage in any conduct detrimental to the interests of MPA.
  - b) To be present during the times or for the total number of hours during each day and/or weeks as may be agreed.
  - c) To take all reasonable steps to safeguard his/her own safety and the safety of any other person who may be affected by his/her actions at work.
  - d) To comply with all disciplinary rules or obligations in force at the premises where services are performed to the extent that they are reasonably applicable.
  - e) To comply with all reasonable instructions and requests within the scope of the agreed services made either by MPA or the Client.
9. At the same time as an Assignment is offered to the temporary worker, MPA shall inform the temporary worker of the identity of the Client and, if applicable, the nature of their business; the date the work is to commence and the duration or likely duration of the work; the type of work, location and hours during which the temporary worker would be required to work; the rate of remuneration that will be paid and any expenses payable by or to the temporary worker; and any risks to health and safety known to the Client in relation to the Assignment and the steps the Client has taken to prevent or control such risks. In addition, MPA shall inform the temporary worker what experience, training, qualifications and authorisation are required either by law or a professional body and that the Client deems necessary to work in the assignment. This information will be given to the temporary worker in written or electronic form no more than 3 days after being offered the assignment.
10. If, before the first Assignment or within the relevant period which is either; during the course of an Assignment, 14 weeks from the start of the first Assignment (each Assignment where there has been a break of 6 weeks since the end of the previous Assignment shall be considered a first Assignment) or 8 weeks from the day after the last day that the temporary worker worked on the Assignment, the client wishes to employ the temporary worker direct or through another employment business the temporary worker acknowledges that MPA will be entitled either to charge the client a fee or agree an extended period of hire, at the end of which the temporary worker may be engaged directly by the Client or through another employment business without further charge to the client. This also applies where the client introduces the temporary worker to a 3rd party who subsequently engages the temporary worker within the relevant period.
11. At the end of each week of an Assignment (or at the end of an Assignment where it is for a period of less than one week), the temporary worker shall deliver to MPA a timesheet duly completed to indicate the hours worked during the preceding week signed by an authorised representative.
12. Subject to clause 8.3 MPA shall pay the temporary worker for all hours worked regardless of whether MPA has received payment from the Client for those hours.
13. It is the temporary workers obligation to complete the timesheet and get an appropriate authorised signature – failure to do so may result in delayed payment.
14. The temporary worker will be paid weekly, one week in arrears.
15. There is no obligation by MPA to provide or the temporary worker to serve, any nominal number of hours in any day or week. The hours of work agreed for each Assignment will be stated on the contract for services. Failure to attend or leaving an Assignment for any reason without prior notification for any period will result in the automatic termination of the temporary workers contract for services.
16. There is no notice required for a) the temporary worker to terminate the employment and b) MPA to terminate the temporary workers employment. However, MPA will endeavour to give the temporary worker at least one days notice and would appreciate if the temporary worker would return this gesture.
17. MPA and the temporary worker agree that the nature of temporary work is such that there may be periods between Assignments when no work is available.
18. MPA may instruct the temporary worker to end an Assignment with a Client at any time.
19. If the temporary worker is ill or likely to be late, he/she must inform the branch by 8.30am. If he/she wishes to end an Assignment or needs to take time off, the branch must be contacted at least a week in advance.
20. If the temporary worker wishes to work more than 48 hours in a week, he/she is legally obliged to sign an 'opt-out' form. This document can be obtained from and must be retained at his/her local MPA branch. If you do not sign an Opt Out form, calculating the average weekly hours will be taken over a 17 week period and will start from the start date of the assignment.
21. All temporary workers are entitled to 28 days annual leave. This includes 8 nominated bank holidays. To claim this holiday pay the temporary worker must give 1 week notice to his/her MPA branch. This money is to be paid to cover time away from work for the purpose of annual leave and must not be claimed by the temporary worker or paid out by MPA for any other purposes. When a temporary worker leaves MPA and claims their P45, holiday pay will be paid into the temporary worker's nominated Bank/building society account on the day that the P45 is issued.
22. MPA temporary workers are entitled to all benefits associated with the temporary worker benefits, unless stated on their contract for services, after the relevant qualifying periods.
23. These Conditions of Work are governed by English law and the parties agree to submit to exclusive jurisdiction of the English Court

**By signing this contract you also accept the conditions of work as stated above**

Name \_\_\_\_\_  
(Please print)

Signed \_\_\_\_\_

Date \_\_\_ / \_\_\_ / \_\_\_



## Working Time Directive

The regulations say that on average you should not be asked to work more than 48 hours in each week, taken over a 17 week period.

By signing this Opt-Out Agreement, you will give yourself the power to decide how many hours per week you want to work. It gives you the right to plan your working week however you wish.

**You are under no obligation to sign this form**

### Opt-out of a 48 Hour Working Week Agreement

The Opt-Out Agreement is made under the provisions of the Working Time Directive (WTD) 1998 and as such forms part of your Contract of Employment with MPA Recruitment.

- The WTD regulations ensures that the worker shall not work in excess of a 48 hour week, averaged over 17 weeks, unless they have agreed in advance to do so.
- With effect from the 17th December 1999, workers who sign an individual 48 Hour Opt-Out Agreement, need not have their working hours recorded for monitoring purposes.
- Any worker that wishes to withdraw their Agreement to an existing 'Opt-Out' may do so after giving appropriate notice to their employer

## Declaration

I hereby agree to 'Opt-Out' of the 48 Hour Agreement as specified in the Working Time Directive.

I understand that if I wish to revoke this in the future, then I am required to give MPA Recruitment a minimum of 4 weeks' notice in writing.

**Name** \_\_\_\_\_

*(Please print)*

**Signed** \_\_\_\_\_

**Date** \_\_\_ / \_\_\_ / \_\_\_