

REGISTRATION FORM FOR TEMPORARY WORK (AGENCY)

Please tick the position you are applying for:

COMPLETE IN BLOCK CAPITALS

CAR DRIVING LASHING BAGGAGE HANDLING (TICK ONE BOX ONLY)

AVAILABILITY TO SCPS

DAYS NIGHTS WEEKENDS OTHER

TITLE LAST OR FAMILY NAME

FIRST OR GIVEN NAME(S)

ADDRESS

TOWN POST CODE

TELEPHONE HOME

MOBILE

EMAIL

DATE OF BIRTH

NI NUMBER

NATIONALITY

DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK? YES / NO

ARE YOU AN OVERSEAS STUDENT? YES / NO

(WE WILL REQUIRE A LETTER FROM YOUR EDUCATION ESTABLISHMENT CONFIRMING YOUR STUDENT STATUS)

ARE YOU WORKING ELSEWHERE OR A STUDENT? YES / NO

IF YES, DO YOU EXPECT TO EXCEED 48HRS PER WEEK TOTAL HOURS WORKED? YES / NO

(AS PER WORKING TIME DIRECTIVE: 1998)

DO YOU HAVE A FULL UK/EU DRIVING LICENCE? YES / NO

PLEASE INDICATE ANY CURRENT/PENDING CONVICTIONS AND ENDORSEMENTS:

HAVE YOU ANY COURT CONVICTIONS* OR ANY PROCEEDINGS PENDING?
*OTHER THAN AS A 'SPENT CONVICTION' UNDER THE REHABILITATION OF OFFENDERS ACT 1974

YES / NO

IF YES, PLEASE GIVE DETAILS OF THE NATURE OF THE OFFENCE AND DATE OF CONVICTION:

REFERENCES

PLEASE PROVIDE FULL NAME AND POSTAL ADDRESS FOR BOTH REFEREES.

FAILURE TO SUPPLY FULL ADDRESS DETAILS WILL RESULT IN YOUR APPLICATION NOT BEING PROCESSED. REFEREES SHOULD NOT BE RELATED TO YOU AND MUST BE BASED IN THE UNITED KINGDOM

REFEREE 1 - CURRENT / MOST RECENT EMPLOYER

REFEREE 2

NAME

NAME

EMAIL

EMAIL

ADDRESS

ADDRESS

POST CODE

POST CODE

MAY WE CONTACT BOTH REFEREES ABOVE TO REQUEST EMPLOYMENT DETAILS FOR YOU? YES / NO

EMPLOYMENT HISTORY (PLEASE COVER THE LAST 5 YEARS)

CURRENT/MOST RECENT EMPLOYER

COMPANY NAME

COMPANY ADDRESS

POSITION

FROM

TO

REASON FOR LEAVING

PREVIOUS EMPLOYMENT

EMPLOYER NAME

FROM

TO

DUTIES AND
RESPONSIBILITIES

REASON FOR LEAVING

EMPLOYER NAME

FROM

TO

DUTIES AND RESPONSIBILITIES

REASON FOR LEAVING

ADDITIONAL SKILLS

DO YOU HAVE ANY OF THE FOLLOWING SKILLS?

PLEASE STATE EXPERIENCE / GRADE / LICENCE

DRIVING

LEFT HAND DRIVE YES / NO

AUTOMATIC YES / NO

HGV YES / NO

FORK LIFT YES / NO

LIGHT COMMERCIAL YES / NO

MINIBUS / PSV YES / NO

HEAVY PLANT

JCB YES / NO

TRACKED VEHICLES YES / NO

HEAVY WHEELED VEH. YES / NO

CRANE OPERATIONS YES / NO

SHIPS OPERATIONS

SHIP DERRICK - HIAB YES / NO

TUG MASTER YES / NO

RIGGING/SLINGING YES / NO

OTHER

VEHICLE INSPECTION YES / NO

VEHICLE TALLYING YES / NO

VEHICLE LASHING YES / NO

BAGGAGE HANDLING YES / NO

OFFICE ADMIN. YES / NO

ARE YOU RELATED TO ANYONE EMPLOYED BY SOUTH COAST PORT SERVICES LTD OR SCPS (AGENCY) LTD? (PLEASE PROVIDE NAME AND NATURE OF RELATIONSHIP) YES / NO

HAVE YOU PREVIOUSLY APPLIED OR WORKED FOR SOUTH COAST PORT SERVICES LTD OR SCPS (AGENCY) LTD? (PLEASE PROVIDE DETAILS INCLUDING DATES) YES / NO

WHERE DID YOU HEAR ABOUT THIS VACANCY?

DATA PROTECTION ACT 1998 - Processing your personal data:

Information provided by you on this form will be held in accordance with the provisions of the Data Protection Act 1998. The information you have supplied or a third party has supplied on your behalf will be used for the purpose of determining your suitability for the applied position and, if you are successfully appointed, for matters relating to your work which affect you whilst with SCPS (Agency) Ltd. All personal data about you will be held in strict confidence and SCPS (Agency) Ltd will not pass on your personal data to any third party without your written consent unless required to do so by law or regulation.

MEDICAL INFORMATION

If you are aware of any medical condition, ailment or problem (whether formally diagnosed or not) that may affect your ability to work safely (now or in the future) or if you have a health problem that may be worsened by working for SCPS (Agency) Ltd, you must disclose it. If you knowingly fail to disclose relevant medical information, the Company reserves the right to withdraw any offer of work or if you have commenced work to remove you from the Agency register.

Please give details:

DRUG AND ALCOHOL TESTING

I understand that whilst working for SCPS (Agency) Ltd, I will be liable to random "on site" drug and alcohol testing and I will voluntarily submit to testing when required to do so.

DECLARATION

I declare that the information above that I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any subsequent offer of work with SCPS (Agency) Ltd will be made on the basis of the information I have provided and that a false declaration resulting in my appointment with SCPS (Agency) Ltd will render me liable to removal from the register. I understand that any offer is conditional upon satisfactory references. I give explicit consent that the information which I have provided on this form may be processed in accordance with the Data Protection Act 1998 as described above.

SIGNED

PRINT

DATE

WE PROMOTE EQUAL OPPORTUNITIES AT WORK

THANK YOU FOR YOUR APPLICATION

Please return this form and supporting documents, by hand to:

SCPS (Agency) Ltd.
1st Floor Offices
Trafalgar House - 101 Berth
Herbert Walker Avenue
Southampton
SO15 1HJ

TERMS AND CONDITIONS - SCPS (AGENCY) LTD

TEMPORARY WORKERS

This is to outline the terms upon which SCPS (Agency) Ltd agrees to maintain you on its register for Temporary Work. Please sign to confirm your agreement of these terms. A copy will be given to you.

1. Your being placed on the Register does not impose any obligation on SCPS (Agency) Ltd to provide you with any work assignments. Similarly, there is no obligation upon you to accept any work assignment offered by SCPS (Agency) Ltd. SCPS (Agency) Ltd reserve the right to cancel or alter work at short notice.
2. You will work for SCPS (Agency) Ltd under a "contract for service".
3. In line with the Asylum and Immigration Act 1999, all applicants must be eligible to live and work in the UK. Evidence of eligibility will be required as part of the recruitment process.
4. As per Page 1 of the 'Registration for Temporary Work' pack, you have disclosed if you are working elsewhere or are a student.
5. You agree that on any assignment given to you by SCPS (Agency) Ltd you will strictly comply with all applicable rules and regulations in relation to your place of work, particularly as regards to Customs and Excise, Security and Health and Safety. In addition, you will comply with the lawful instructions of the Client to whom your services are provided by SCPS (Agency) Ltd.
6. In the event of your failure to attend an agreed assignment without previously advising SCPS (Agency) Ltd or if you absent yourself without explanation during an assignment your name will be removed from the Register.
7. SCPS (Agency) Ltd makes no provision for you by way of sick pay, holidays (except pay in lieu of holidays), pension or any other benefits. Monies earned will be paid at an hourly rate to be agreed in advance in respect of each assignment and will be paid only for time actually worked. Travel time and expenses to and from your assignment will not be paid. Payments will be made on the Friday following any week in which you work on an SCPS (Agency) Ltd assignment.
8. The work available is portering/baggage handling and driving/lashing new vehicles on/off ships, in compounds and around the port. Current rates of pay are available from the office on request. Should there be any changes in these terms and conditions we will give you a new written statement for you to sign. You will receive a copy of these terms and conditions.
9. As required by Regulation 5 of the Working Time Directive, we are required to have your agreement to work more than an average of 48 hours for each seven days. Your signature below will confirm that you elect to be offered additional hours of work with SCPS (Agency) Ltd beyond 48 hours per week.

SECURITY

All workers are liable to have random spot checks of personal baggage, vehicles, lockers etc. Failure to co-operate could result in the Police being asked to attend and you being removed from the register.

I agree to the above terms.

SIGNED

PRINT

DATE

REGISTRATION FOR TEMPORARY WORK

SOUTH COAST PORT SERVICES (AGENCY) LTD

When returning your completed Application Form, please ensure you bring the following supporting documents with you. Please bring the original documents, photocopies will not be accepted.

- Your fully completed **REGISTRATION FORM**
- Proof of **IDENTIFICATION** - Passport (in date) or Birth Certificate.
- Proof of **NATIONAL INSURANCE (NI) NUMBER** - e.g. NI Card, P45 or wage slip.

DRIVING WORK

If applying for driving work, you will also need to bring in your Drivers Licence - both Photo Card and Paper copy. Please be aware if you wish to apply for driving work, you must be over the age of 21.

ADDITIONAL DOCUMENTS

OVERSEAS NATIONALS - if applicable to your country of origin:

You will need to provide the documents listed above.

You will also need to bring the documents as outlined within the Immigration & Asylum sheet, namely your VISA to show you are legally entitled to Live and Work in the UK.

OVERSEAS STUDENTS

If you are in the United Kingdom on a Student Visa:

You will need to provide the documents listed above.

You will also need a letter from your Educational Establishment confirming your Student Status and Term dates.

Incomplete Application Forms will result in your application not being processed

APPENDIX A

ASYLUM AND IMMIGRATION ACT 1996 AND 2004 (amended) WITH AMENDMENTS FROM THE NATIONALITY, IMMIGRATION AND ASYLUM ACT 2002

Before you can commence employment, South Coast Port Services (Agency) Ltd is legally obliged to satisfy itself that you are entitled to take up employment in the United Kingdom. To support your application with South Coast Port Services you will have to produce for us the original of one of the documents listed below. If you are unable to do this, we will be unable to offer you work.

- A passport showing that you are a British Citizen or you have a right of abode in the United Kingdom
- A national passport or national identity card showing that you are a national of a European Economic Area country (as listed below) or Switzerland
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland
- A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the United Kingdom as a family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom
- A passport or other travel document endorsed to show that you can stay indefinitely in the United Kingdom, or has no time limit on your stay
- A passport or other travel document endorsed to show that you can stay in the United Kingdom; and that this endorsement allows you to do stevedore work if you do not have a work permit
- An application Registration Card issued by the Home office to an asylum seeker stating that you are permitted to take offers of work.

If you are unable to produce one of the above documents, you will need to produce the originals of the following, either using combination 1 or combination 2:

COMBINATION 1

A document with your name on it showing your permanent National Insurance Number e.g. a document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service which states the National Insurance number of the person named, e.g. a P45, a P60 or a NI card. A document showing a temporary National Insurance number is not sufficient.

And the original of one of the following

- A certificate of registration or naturalisation stating that you are a British Citizen
- A letter issued by the Home Office to you which indicates that you (the person named on the letter), can stay indefinitely in the United Kingdom or have no time limit on your stay

- An Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay indefinitely in the United Kingdom or have no time limit on your stay
- A letter issued by the Home Office to you which indicates that you (the person named on the letter), can stay in the United Kingdom and allows you to undertake stevedore work
- An Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay in the United Kingdom and allows you to undertake stevedore work

COMBINATION 2

A work permit or other approval to take employment that has been issued by Work Permits UK

And the original of one of the following

- A passport or other travel document endorsed to show that you can stay in the United Kingdom and you can take the work permit employment in question
- A letter issued by the Home Office confirming that you can stay in the United Kingdom and you can take the work permit employment in question

The following countries comprise the European Economic Area:

Austria	Belgium	Bulgaria	Cyprus
Czech Republic	Denmark	Estonia	Finland
France	Germany	Greece	Hungary
Iceland	Ireland	Italy	Latvia
Liechtenstein	Lithuania	Luxembourg	Malta
Netherlands	Norway	Poland	Portugal
Romania	Slovakia	Slovenia	Spain
Sweden	United Kingdom		