AMAANAH STAFFING LTD

NEW STAFF STARTER FORM

22 Villiers Gardens, London E20 1GW · Co. No. 17159888

PERSONAL DETAILS

Please return completed application forms to: **AMAANAH STAFFING LIMITED.**

Please be advised that if you are not contacted within three weeks of submitting your application, you may assume that you have not been called for interview. A letter of regret will not be sent to you in the post.

Please note: due to the nature of business, any position within this company would require successful candidates to work unsociable hours including evenings, weekends and bank holidays.

ZERO HOURS CONTRACT — IMPORTANT NOTICE

This engagement is offered on a **zero-hour basis.** Amaanah Staffing Ltd is under no obligation to offer you work, and you are under no obligation to accept any work that is offered to you.

Your hours of work will vary from week to week and there is no guaranteed minimum number of hours. You will only be paid for hours worked.

You are free to seek work from other employers whilst registered with Amaanah Staffing Ltd. This arrangement does not create a contract of employment and does not guarantee continued engagement.

By signing below, you confirm that you have read and understood the terms of this zero hours arrangement.

Employee Name (PRINT) _____ **Signature & Date** _____

Date of Registration (DD/MM/YY): / /	Vacancy Title:

Personal Details

Mr / Mrs / Miss / Ms (delete as appropriate)		
Surname:		
First Name:		
Address:		
Post Code:		
Home Telephone No:	Mobile No:	
Date of Birth (DD/MM/YY): / /	Birth Place:	
National Insurance No:	Nationality:	
Email Address for Payslip:		
Paper copies of payslips are available on request at any time.		
Do you have right to work in the UK?	**YES**	**NO**
Work Permit Required?	**YES**	**NO**
Overseas Student?	**YES**	**NO**

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Bank Account / Building Society Account Details — The account must be held in your own name.

Sort Code:	Account Number:
Name of Account Holder:	
Name of Bank:	

Place of Work

Place of Work Name & Location:		
Are you flexible to work on bank holidays?	**YES**	**NO**

Documents / Evidence Provided

Evidence Provided	Passport	P45	P60	NI Card	NI Letter	Bank Statement	Expiry Date of Visa

Background Declarations

Have you ever been dismissed for misconduct by an employer?	**YES**	**NO**
Have you ever had any Criminal or Civil convictions brought against you?	**YES**	**NO**
Do you have pending Criminal convictions being brought against you?	**YES**	**NO**
Are you willing for a Criminal Record Disclosure to be carried out?	**YES**	**NO**

If yes to any of the above, please give details:

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Next of Kin — For Contact in Case of Emergency

Name:	
Address:	
Tel No:	Mobile No:

Personal Reference

Name:	
Relationship to you:	
Address:	
Tel No:	Mobile Number:
Comment:	

Previous Employer

Name:	
Address:	
Tel No:	Mobile Number:
Email:	
Date Employed From:	To:
Comments:	

Declaration

The above information is true to the best of my knowledge.

I understand that if I have knowingly given false information on the above, this will be regarded as gross misconduct and will lead to instant dismissal.

I confirm that I have received a copy of the AMAANAH STAFFING LIMITED Health & Safety Handbook.

I understand that should a client require my post to include security clearance by a government approved vetting agency (including subsequent renewal of security clearance) and this approval is declined, my employment with AMAANAH STAFFING LIMITED may be terminated forthwith.

Employee Name (PRINT) _____

Employee Signature & Date _____

To Be Completed by Employee's Manager

This is to confirm that preliminary induction training has been given.

I have attached two forms of ID (one of which must be photo ID such as a passport or national identity card to prove nationality and eligibility to work in the UK, and proof of address).

I have confirmed two references for this employee as requested.

I attach proof of this employee's bank account and confirm I have seen the original documents as proof of employee's identity. I have attached photocopies of documents for the file.

Manager Name (PRINT)

Signature of Manager & Date