



## **PLEASE READ THIS PAGE CAREFULLY!!**

### **PLEASE COMPLETE THE APPLICATION FORM IN FULL**

**THE MORE INFORMATION THE BETTER – PLEASE HELP US TO HELP YOU!!**

**WE CANNOT SEE YOU WITHOUT AN AGREED APPOINTMENT TIME**  
**DO NOT POST OR EMAIL YOUR PAPERWORK AS WE NEED TO SEE YOU IN PERSON**  
**PLEASE CALL YOUR NEAREST BRANCH TO MAKE A REGISTRATION APPOINTMENT**

**PLEASE REMEMBER TO DRESS ACCORDINGLY WHEN YOU ARE REGISTERING**  
**FIRST IMPRESSIONS REALLY DO COUNT**

### **TO REGISTER YOU **MUST** PROVIDE THE FOLLOWING DOCUMENTATION**

#### **VALID PASSPORT &/OR FULL BIRTH CERTIFICATE**

#### **PROOF OF NATIONAL INSURANCE NUMBER**

NATIONAL INSURANCE CARD – P45 – P60 – DSS LETTER – CONFIRMATION OF NI APPLICATION ETC

#### **PROOF OF NAME AND ADDRESS**

UTILITY BILL - BANK OR CREDIT CARD STATEMENT – COUNCIL TAX STATEMENT ETC

#### **YOU **MUST** ALSO SUPPLY A RECENT PHOTOGRAPH FOR YOUR FILE**

PASSPORT SIZED PHOTOGRAPH PLEASE – WE CANNOT REGISTER YOU WITHOUT THIS!

**↑ WE CANNOT REGISTER YOU WITHOUT ALL OF THESE DOCUMENTS ↓**

### **IN ADDITION WE WOULD APPRECIATE THE FOLLOWING IDENTIFICATION**

#### **AN UP TO DATE CV**

THE MAJORITY OF CLIENTS INSIST ON THIS – PLEASE COVER ALL YOUR RELEVANT EXPERIENCE

#### **DRIVING LICENCE**

PREFERABLY SUPPLY BOTH CARD & PAPER VERSIONS

#### **CERTIFICATES & LICENCES**

CONFIRMATION OF YOUR EXPERIENCE & QUALIFICATIONS

#### **ORIGINAL CURRENT **Criminal Records Bureau** CERTIFICATE**

#### **MORE & MORE CLIENTS ARE INSISTING ON THIS CERTIFICATE**

PLEASE VISIT OUR WEBSITE FOR MORE INFORMATION

OR EMAIL AN INFORMATION REQUEST (SUBJECT: CRB) TO JOBS@NINETOFIVE.CO.UK

**↑ IF POSSIBLE PLEASE ALSO SUPPLY THESE ADDITIONAL DOCUMENTS ↓**

### **Non EU Countries**

**VISA paperwork MUST be provided with any other Home Office papers**

### **EU Accession States**

**Czech Republic – Estonia – Hungary – Latvia – Lithuania – Poland – Slovakia – Slovenia**

**Workers' Registration Scheme Paperwork MUST be supplied**

**Along with ALL additional paperwork!!**

**For more information please visit**

**[www.ukba.homeoffice.gov.uk/workingintheuk/eea/wrs](http://www.ukba.homeoffice.gov.uk/workingintheuk/eea/wrs)**

**FOR ALL CURRENT VACANCIES PLEASE VISIT OUR WEBSITE**

**[WWW.NINETOFIVE.CO.UK](http://WWW.NINETOFIVE.CO.UK)**