

# VGC Labour Solutions/Projects registration form



*Must be completed by labour manager*

Start date		Job no:		Basic pay rate	
Payment method	VGC PAYE:	Umbrella PAYE: JMK	Insync	Ltd:	CIS: (projects only)
Trade			Recruiters signature:		

## Personal details – please complete in block capitals

Payroll number:

You must inform HR immediately if any of your personal details change on 01895 671 800 or via email to [hr@vgcgroup.co.uk](mailto:hr@vgcgroup.co.uk)

First name	<input type="text"/>	Surname	<input type="text"/>
National Insurance Number	<input type="text"/>	Date of birth	<input type="text"/>
Home phone no	<input type="text"/>	Mobile no	<input type="text"/>
Postal address & postcode	<input type="text"/>		

## Email communications

VGC endeavours to send company correspondence necessary to perform our services to you via email. This includes company specific correspondence, payslips, training course joining instructions and health and safety information.

Payslips will be sent via a password encrypted email to your chosen email address. The password to open is your unique NI number. If you wish to change your email address please inform HR on 01895 671 800 or by email to [hr@vgcgroup.co.uk](mailto:hr@vgcgroup.co.uk)

Personal email address

VGC sends periodic company e-newsletters to our staff. Consent to receive newsletters by email can be withdrawn at any time and you can unsubscribe by clicking the 'unsubscribe' link at the bottom of the email or email [ask@vgcgroup.co.uk](mailto:ask@vgcgroup.co.uk) to withdraw your consent.

If you do not provide your email address all company correspondence will be sent by post. Please note paper payslips incur a charge of £1.50 per payslip which will be automatically deducted from your wages each week.

## Eligibility to work in the UK

In line with statutory prevention of illegal working requirements you must provide original documents to demonstrate your right to carry out work in the UK. VGC will verify and take copies as evidence. Assignments will not be offered until satisfactory documents are provided.

What is your nationality as indicated on your passport.

## Emergency contact details – must live in the UK

Full name	<input type="text"/>	Relationship to contact	<input type="text"/>
Contact phone number	<input type="text"/>		
UK postal address & postcode	<input type="text"/>		

## Qualifications / competence cards / industry tickets

Please upload copies of in date qualifications and competence cards. Please include both front and back of tickets where relevant.

Attached

## Previous employment history – you must supply your previous 12 weeks work history

Dates from	Dates to	Name of previous employer	Job title	Reason for leaving
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Character reference - enter details of a non-family member who will act as a character referee. Relatives are not accepted.

Referee's full Name	<input type="text"/>	Phone number	<input type="text"/>
Your association with referee i.e. friend / neighbour	<input type="text"/>		

**Work references - you are required to provide details of two work related references below.**

Company name	<input type="text"/>	Company name	<input type="text"/>
Referee's full name	<input type="text"/>	Referee's full name	<input type="text"/>
Contact phone no:	<input type="text"/>	Contact phone no:	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>

By returning this form you are authorising VGC to seek & hold references on your behalf which may be passed onto potential employers.

**Bank details - I instruct VGC to pay any monies due to me into the following bank account (please write numbers clearly)**

Name of bank	<input type="text"/>	Account holder's name	<input type="text"/>
Sort code (6 numbers)	<input type="text"/>	Account number (8 numbers)	<input type="text"/>

If this is NOT YOUR OWN bank account you MUST fill in a 3<sup>rd</sup> party bank form available to you from your VGC labour manager or downloadable on our website [www.vgcgroup.co.uk](http://www.vgcgroup.co.uk). If a 3<sup>rd</sup> party form is not received you will be paid via cheque.

**Medical self-declaration**

The purpose of this questionnaire is to ensure that you will be able to safely carry out the duties that are intrinsic to the role for which you may be engaged in after taking into account any reasonable adjustments. This information will be kept confidential.

Please tick if you currently suffer from any of the following health conditions?

	Yes	No		Yes	No
Asthma (requiring an inhaler)	<input type="checkbox"/>	<input type="checkbox"/>	Significant Mobility Limitations	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes (Insulin dependent)	<input type="checkbox"/>	<input type="checkbox"/>	Back or Disc Related Pain	<input type="checkbox"/>	<input type="checkbox"/>
Epilepsy or fits	<input type="checkbox"/>	<input type="checkbox"/>	Drug / Alcohol Addiction in last 12 months	<input type="checkbox"/>	<input type="checkbox"/>
Blackouts/recurrent dizziness causing sudden incapacity	<input type="checkbox"/>	<input type="checkbox"/>	Hearing Difficulties	<input type="checkbox"/>	<input type="checkbox"/>
Heart or Circulatory Disorders	<input type="checkbox"/>	<input type="checkbox"/>	Hernia	<input type="checkbox"/>	<input type="checkbox"/>
High or Low Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	Visual difficulties ( <b>other than glasses</b> )	<input type="checkbox"/>	<input type="checkbox"/>
Vibration White Finger or HAV's condition	<input type="checkbox"/>	<input type="checkbox"/>	Any other relevant health condition-specify below	<input type="checkbox"/>	<input type="checkbox"/>

**Medication**

Please provide details of any medication whether prescribed or over the counter that you are currently taking or may take which may affect your fitness for the work associated with this application. Please include frequency and mg's and any side effects suffered.

Is there anything in your medical history/current health that requires reasonable adjustments to your working environment. **Yes** **No**

If yes please provide details below

Are you under any medical surveillance i.e. lead, asbestos, vibration white finger? If yes please provide details **Yes** **No**

Do you wear glasses or contact lenses? **Yes** **No**

*If you are engaged to work on the Network rail infrastructure and require a prescription for normal vision you must not report for duty wearing contact lenses unless you are carrying a spare pair of spectacles of equivalent prescription in accordance with NR/L2/OHS/00124*

*For office use only:*

Reviewed by:	<input type="text"/>	Medical self-dec review date	<input type="text"/>
Occupational health comments	<input type="text"/>		

**Personal Protective Equipment (PPE)**

PPE issued by VGC remains the property of VGC and equipment should be returned upon leaving (failure to do so may result in you incurring the full cost of the item).

I declare I am in possession of the mandatory PPE and will wear in the correct manner and observe relevant care instructions.

Hi vis vest EN 471 <input type="checkbox"/>	Hard hat EN 397 <input type="checkbox"/>	Ankle safety boots EN 345 <input type="checkbox"/>	Hi vis trousers (NW rail & LU mandatory) EN 471 or 343 <input type="checkbox"/>	Safety goggles/glasses <input type="checkbox"/>
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## VGC HSQE induction questions – to be completed AFTER your HSQE induction with a VGC representative

Office use only  
x/√

1. If you have an accident at work when should you report it to your VGC contract supervisor?  
Once the shift is over  Only if you go to hospital  If the accident is serious  As soon as possible
2. How much alcohol may you consume whilst at work?  
Less than two pints  One pint at lunchtime  Same as drink/drive limit  None at all
3. When lifting any load, you must...?  
Stand far away from load  Put your back into it  Lift less than 25kg  Assess the load and task
4. If you discover a hypodermic needle at work, you should...?  
Hand it to a supervisor ASAP  Place in the nearest bin/skip  Don't touch it & report it immediately  Do nothing
5. What should you do if you start to or are currently taking any medication?  
Speak to your pharmacist  Take with water  Follow instructions on bottle  Inform your supervisor prior to shift
6. When must you carry your original competency cards/certificates?  
On a Monday  At all times  When an auditor is on site  When attending training
7. When are you safe to use a mobile phone?  
At the top of a scaffold  As long as you are quick  In a position of safety  When driving
8. If you witness an unsafe situation or incident and fail to report it, your silence is.....?  
Will help keep noise down  Consent to unsafe act/situation  Is okay  Will give the company a quiet life
9. Identify a symptom of vibration white finger (HAVS)  
Broken finger nails  Headaches  Whiteness in toes  Pins & needles
10. What will a COSHH data sheet inform you of?  
Dangers, storage & cost  Storage, disposal & expiry date  PPE, dangers & usage  Cost, usage & ownership

Total score

## Working hours regulations opt out

You have the choice to opt out of the Working Hours Regulations 1998. If you tick **'Yes'** you agree to work in excess of **48 hours** per week. If you tick **'No'** you cannot work over 48 hrs per week. To withdraw your opt out give 12 weeks' notice in writing to VGC.

**YES**  **NO**

## Declaration

Have you ever been dismissed for being under the influence of alcohol and/or drugs? (If yes please provide details)

Have you ever been employed by or ever entered into an arrangement with any organisation individual, journalist or any media organisation to provide any information to them? (If yes please provide details)

- I confirm I will notify VGC of any matter which may affect my ability to carry out services for which VGC or the client may consider relevant.
- I will comply with VGC's alcohol & drugs policy and will undertake a drugs and/or alcohol test at any time if requested by VGC or the client.
- I authorise VGC to deduct training costs, services or equipment from any payments/wages due to me.
- I authorise VGC to deduct £1.50 per payslip from my wages if I have requested a paper payslip.
- I acknowledge receipt of my assignment details.
- I will bring and wear the appropriate PPE and equipment (where required) and carry the appropriate certification at all times.
- I declare that I have received the VGC HSQE induction and will comply with requirements contained within it. I understand that if I have any HSQE or industrial relations concerns I can contact my VGC labour manager or the HSQE or HR department.
- I declare that I have supplied details of all the contracts I have worked on in the previous 12 weeks.
- I declare the information provided in this application is true and no details have been omitted which may have a bearing on my application.

## Data Protection - GDPR

VGC collects and processes your personal data for a number of legal reasons; statutory/contractual reasons i.e. right to work in UK & wage payment; there is a legitimate interest in processing personal data before, during and after the end of the working relationship or consent. You can find detailed information in VGC's GDPR policy and privacy notices on [www.vgcgroup.co.uk](http://www.vgcgroup.co.uk) or request from HR on 01895 671 800.

1. I understand that VGC will collect and retain my personal information in line with the General Data Protection Regulations (GDPR).
2. I understand I can obtain detailed information on how my personal data is held and processed in the GDPR policy and privacy notice located on [www.vgcgroup.co.uk](http://www.vgcgroup.co.uk)
3. I understand that VGC have a statutory requirement to process immigration information on me and can contact UKBA on my behalf in relation to my right to work in UK status.
4. I understand that VGC have a statutory requirement to obtain and retain health or medical information on me for legal purposes.
5. I give VGC consent to process and share my personal data for review by third parties (e.g. audits/clients).
6. I give VGC consent to verify my qualifications with awarding bodies
7. I give VGC consent to carry our work-finding services for me, inform me of suitable vacancies via phone, email or SMS and pass my details onto potential employers.
8. I give VGC consent to seek references, provide references on me and to pass these references onto potential employers
9. I give VGC consent to carry out a DBS check on me where required for a job role/client and understand this information will be retained and used, in part, to determine my eligibility for work and may be disclosed to 3<sup>rd</sup> parties such as clients, auditors where required.

Full name

Signature

Date

## HMRC new starter checklist

As a new starter, we need the information below before your first payday to tell HMRC about you and help them use the correct tax code.

**You need to select only one of the following statements A, B or C**

- A**  This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B**  This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- C**  As well as my new job, I have another job or receive a State or Occupational Pension.

**1. Do you have a Student Loan which is not fully repaid?**

- Yes  If yes, go to question 3
- No  If no, go to question 5
- N/A

**2. Are you repaying your Student Loan direct to the Student Loans Company by agreed monthly payments?**

- Yes  If yes, go to question 4 & 5
- No  If no, go to question 5

**Plan 1 Student Loan** - if you lived in Scotland or Northern Ireland when you started your course, or you lived in England or Wales and started your course before September 2012

**Plan 2 Student Loan** - if you lived in England or Wales and started your course on or after 1 September 2012.

**3. What type of Student Loan do you have?**

- Plan 1
- Plan 2

**5. Did you finish your studies before the last 6th April?**

- Yes
- No

## Equality, diversity & inclusion monitoring (EDI)

VGC is committed to having a diverse workforce that reflects the diversity of our stakeholders and local populations. Information provided here is voluntary and confidential and will not be used to make decisions about individuals. Our EDI policy can be found on our website [www.vgcgroup.co.uk](http://www.vgcgroup.co.uk). By completing this section you give consent for VGC to process and store this data for monitoring and general analysis. You can withdraw your consent at any point by contacting our data protection officer in writing – Ciara Pryce, Cardinal House, Bury Street, Ruislip, HA4 7GD

**Age range**

- 16-24 yrs  25-29 yrs  30-34 yrs  35-39 yrs  40-44 yrs  45-49 yrs  50-54 yrs
- 55-59 yrs  60-64 yrs  65+ yrs  Prefer not to say

**Disability**

The Equality Act 2010 defines disability as a physical or mental impairment which has a substantial long-term effect on a person's ability to carry out normal day to day activities. Do you consider yourself to have a disability?

- Yes  No  Prefer not to say

**Gender**

- Female  Male  Non binary  Prefer not to say

If you prefer to use your own term, please specify \_\_\_\_\_

**Pre-Employment Status – immediately before working for VGC**

- Employed  Unemployed (less than 3 months)  Unemployed (less than 3 yrs)  Self Employed

Full time carer  In education/training  Prefer not to say  If other please specify \_\_\_\_\_

**Ethnicity – Ethnicity is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.**

Asian /Asian British: Bangladeshi  Chinese  Indian  Pakistani  Any other Asian background

Black /Black British: African  Caribbean  Any other black background

Mixed/multiple ethnic groups: White/Asian  White/black African  White/black Caribbean  Any other mixed background

White: British  English  Irish  Northern Irish  Scottish  Welsh  Gypsy/Irish Traveller

Any other white background

**Sexual Orientation**

- Heterosexual  Gay woman/lesbian  Gay man  Bisexual  Prefer not to say

**Religion, faith or belief?**

- No religion or belief  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  Prefer not to say

Any other religion or belief, please specify \_\_\_\_\_

*To be completed by the VGC recruiter*

Interview notes - <i>skills, experience and suitability for role</i>							
Candidate sourced from:							
VGC pre-employment D&A:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	<i>Reason why?</i>				
Commute analysis:	Mode of transport		Travel from postcode		Site postcode		Door to door journey time:
Driving (VGC and Client fleet)							
UK drivers licence held <input type="checkbox"/>	Non UK drivers licence held <input type="checkbox"/>	Driving VGC vehicle <input type="checkbox"/>	Driving client vehicle <input type="checkbox"/>				
<i>Copies of full driving licence must be provided to HR for operatives who will be driving a VGC or client vehicle.</i>							
I, the recruiter, declare that I:							
<ul style="list-style-type: none"> <li>• have carried out a HSQE induction with the applicant and verified the answers to ensure they have reached the required pass mark.</li> <li>• have checked the validity of the applicant's original proof of right to work in UK and that they hold valid pre-requisite competencies for the job role.</li> <li>• checked all PPE conforms to industry requirements &amp; where PPE is required I have issued in accordance with the VGC procedure.</li> </ul>							
Recruiter's name:					Signature:		Date