

EMPLOYEE REGISTRATION FORM

Tel: 0844 209 0800 Fax: 0844 871 8471

PLEASE PRINT CLEARLY AND FAX (WITH APPENDICES) TO THE ABOVE NUMBER.

Registration cannot take place until this form has been fully completed and received back at
Nova Corporate Services

SECTION 1 PERSONAL DETAILS

First Name _____ Middle Name _____ Surname _____

Known As _____ Title _____
(e.g. Anthony may be known as Tony) (Mr/Ms/Miss/Mrs)

Address _____

_____ Post Code _____

Date of Birth (DD/MM/YYYY) ___ / ___ / _____ email _____

National Insurance Number _____ Marital Status _____

Job Title/Occupation _____

Nationality _____

(Please see section re Authority to work in UK)

Telephone Number Home _____ Tel.No.Work _____

Mobile Number _____ Fax. Number _____

You will automatically be covered by NOVA Personal Accident Insurance. This will be deducted from your wage and it costs £1.95 per week. **If you DO NOT wish to be covered by this policy, please confirm in writing, when you return this form, that you are covered by your own existing policy AND SEND US A COPY OF THE POLICY.**

Tick here if you do **NOT** wish to receive free SMS text messages on your mobile phone giving pay details etc.

BANK OR BUILDING SOCIETY DETAILS FOR PAYMENT

Name of Bank or B.S. _____

Sort Code _____ Account Number _____

Address _____ Post Code _____

Name(s) Account held in _____

Reference Number (For Building Society Accounts) _____

**SECTION 2
AGENCY DETAILS**

Agency Name _____

Agency Address _____

Agency Contact Name (Incl Surname) _____

Agency Contact Tel. No _____ Fax No _____

Agency reference No. _____

Agency E-mail address: _____

**SECTION 3
DOCUMENTS (To be provided for all applicants).**

Until we have received the appropriate verification, we cannot complete your registration.

Please arrange to send us the original of one of the following unless your agency is sending the documents (see below):

- **YOUR CURRENT SIGNED PASSPORT (only the appropriate pages)**
- Or
- **YOUR CURRENT FULL UK OR EU PHOTO CARD DRIVING LICENCE (not the "old style" full, or a provisional licence)**
- Or
- **YOUR EU MEMBER STATE PASSPORT OR IDENTITY CARD**

IF YOUR AGENCY IS SENDING US THESE DOCUMENTS, THEY SHOULD CONFIRM ON EACH COPY DOCUMENT-

"Original Seen"

Then sign the name of the consultant. They should print their name, put in the name of the agency and date it.

P45

Please tick as appropriate:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | A form P45 from my previous employer is attached |
| <input type="checkbox"/> | A Form P45 from my previous employer will be sent later |
| <input type="checkbox"/> | Nova has already received this information |

You must provide a Form P45. If you are unable to obtain a P45, you MUST complete the P46 form that will be enclosed with the NOVA file that will be sent to you shortly when the administration arrangements are set up.

All appropriate tax will be deducted at basic rate until either a P45 or P46 form has been received.

AUTHORITY TO WORK IN THE UK

If you are not from within the European Union, you must provide a copy of legal documentation that proves you have the authority to work within this country (e.g. work permit).

Please tick as appropriate:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I am an EU Citizen and am entitled to work in the UK |
| <input type="checkbox"/> | I am not an EU Citizen. Proof of my right to work in the UK is attached to this form |

Signed _____

Print Name _____

Date _____