

Important information

Before we are able to help you find a new job, you must provide us with some important information!

Candidates are required to supply the following relevant documentation in order to successfully register with Industrial Temps.

Candidate Registration Documents

When you attend your registration appointment with Industrial Temps, please ensure that you can provide all of the necessary documentation listed below. We'll ask to see the original documents; photocopies or handwritten notes are not accepted. This is part of our compliance procedure we adhere to.

Proof of Eligibility to work in the UK

Citizens of the UK and Common Travel Area (Channel Islands, the Isle of Man or Ireland):

- UK Passport; or
- Full Birth or Adoption Certificate together with an official document giving the person's permanent NI Number

EU Nationals from EEA (European Economic Area) and Switzerland:

- Valid National Identity Card; or
- EU Passport

NON EU Nationals:

- Current passport with valid visa
- Biometric Residence Permit

A full list of accepted documents and combinations can be found on our website.

Proof of National Insurance Number

E.g. notification letter with the NI number ; letters from the Jobs and Benefits Office; letters from HMRC such as P45, P46, P60; or an old pay slip from previous employer

Proof of Bank Details

E.g. bank statement, lodgement book, cheque book within the last 3 months

Proof of Identity

E.g. current and valid passport, National Identity Card, Biometric residence permit, Current driving licence (Full or Provisional, EU), Forklift licence, Electoral card, SIA, CSR Card

CV (Curriculum Vitae) covering last 5 years work history/education

If you do not have a CV, then please ensure that you have the information with you to write onto your registration form, such as your employment history (employer name, dates of employment, position), and education history

References

You will need at least two references from previous employers, preferably written. If this is not available we will accept the names and contact numbers for 2 previous employers

Certificates or licences

Current driving licence photo card with counterpart, Driver Card, Driver Qualification Card, Forklift Licence, CSR Card, SIA, Access Ni Security Clearance, School Diplomas, Any skills certificates – if applicable

Doctor's Details

Name of Doctor and the address of the doctor's surgery – if applicable