



---

*Temporary Registration Checklist*

---

**Please ensure you return all documentation detailed in the “Temporary Registration Checklist”.  
Employment is subject to the completion and return of the following documentation.**

- BACS Authorisation Form**  
Required to authorise The Agency to pay you into a nominated bank account.
- Applicant Declaration**  
Confirms you have no criminal record & able to work in the UK
- Pre Employment Health Declaration**  
Confirming you do not require any special provisions within the workplace
- Contract for Services**  
The agreement between Howard James Recruitment Ltd and you the temporary worker
- HMRC – New Starter Form**  
Required to ensure you do not overpay tax to the government. This replaces P45, P46 and P38.
- Right to Work Documentation**  
This is a proof of identification, I am sure you understand the need in this day and age
- Reference Information**  
All employment with The Agency is subject to satisfactory references. Please provide reference information to cover the last two years or your last three jobs.

**Employment will only commence upon receipt of all the above documents.**

Please complete, scan and return via email to the following email address.

**E: [payroll@howardjames.co.uk](mailto:payroll@howardjames.co.uk)**

Where you do not have the facility to scan and email the documents back, either post by **“RECORDED”** mail or **“Fax”** to:

**POSTAL ADDRESS**

Howard James Recruitment Consultancy Ltd  
Payroll Department  
83 Ducie Street  
Manchester  
M1 2JQ

**FAX NUMBER**

01606 339780

**NB – Postal submissions should be sent recorded as there are instances where mail gets lost**