**REGISTRATION FORM FOR NON-PERMANENT WORK (SCPS PORT SKILLS)**

**PLEASE COMPLETE IN CAPITAL LETTERS**

**Please tick the boxes which apply to the type of Job you are looking for:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Car Driving** |  | **Days** |  |
| **Securing Cargo - Lashing** |  | **Nights** |  |
| **Cruise Baggage Handling** |  | **Weekends Only** |  |
|  |  | **Fully Flexible to Work Any Shifts Required** |  |

**YOUR DETAILS:**

|  |  |
| --- | --- |
| **Mr / Mrs /Miss** |  |
| **First Name:** |  |
| **Surname:** |  |
| **Address:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **Post Code:** |  |
| **Home Telephone:** |  |
| **Mobile Telephone** |  |
| **Email Address:** |  |
| **National Insurance Number :** |  |
| **Nationality:** |  |
| **Have you worked for South Coast Port Services before?** | YES / NO |

**YOUR RIGHT TO WORK IN THE UK:**

|  |  |
| --- | --- |
| **Do you hold a British Passport or British Citizenship?**  **If the answer is No you will be required to provide proof to live / work in the UK.** | YES / NO |

**DRIVING STATUS:**

|  |  |
| --- | --- |
| **Do you have a full UK / EU Driving Licence?** | YES / NO |
| **Do you have any current or pending Driving convictions or Endorsements?** | YES / NO |
| **If yes can you please give details in the box below:** | YES / NA |
|  |

**CRIMINAL CONVICTIONS:**

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| --- | --- |
| **Do you have any court convictions or proceedings pending?**  **Other than a Spent Conviction under the rehabilitation of offender’s act 1974.** | YES / NO |
| **If yes can you please give details of the nature of offence and conviction start and end date in the box below:** | YES / NA |
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**REFERENCES:**

All Offers of Work are subject to satisfactory References. Referees should not be related to you and must be based in the United Kingdom. At least one of the references must be from a professional nature (This can include a previous or current employer, a teacher, mentor or case worker).

Please give the details of 2 referees who you are happy for us to contact in the boxes provided below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1:** |  | **Referee 2:** |  |
| **Name:** |  | **Name:** |  |
| **Address:** |  | **Address:** |  |
|  |  |  |  |
| **Postcode:** |  | **Postcode:** |  |
| **Contact Telephone Number:** |  | **Contact Telephone Number:** |  |
| **Email Address:** |  | **Email Address:** |  |
| **Relation to you?** |  | **Relation to you?** |  |

**CURRENT WORK STATUS:**

|  |  |
| --- | --- |
| **Current Employer:** |  |
| **Start Date:** |  |
| **Leave Date:** |  |
| **Duties And Responsibilities:** |  |
| **Reason for Leaving?** |  |

**CURRENT STUDENT STATUS:**

|  |  |
| --- | --- |
| **Current place of Study?** |  |
| **Course Time Period? 1yr. 2yrs. 3yrs etc.** |  |
| **Average Hours of Learning per week?** |  |

**ADDITIONAL SKILLS:**

**PLEASE STATE LEVEL OF EXPERIENCE / GRADE / LICENSE**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **LEFT HAND DRIVE VEHICLE** | **YES / NO** |  |
| **AUTOMATIC VEHICLE** | **YES / NO** |  |
| **HGV** | **YES / NO** |  |
| **FORK LIFT CBT (B1)** | **YES / NO** |  |
| **LIGHT COMMERCIAL VEHICLE** | **YES / NO** |  |
| **MINIBUS / PSV** | **YES / NO** |  |
| **JCB VARIABLE REACH TRUCK (J4)** | **YES / NO** |  |
| **TRACKED VEHICLES** | **YES / NO** |  |
| **HEAVY WHEELED VEH.** | **YES / NO** |  |
| **MOBILE CRANE (J7)** | **YES / NO** |  |
| **TUG MASTER** | **YES / NO** |  |
| **SLINGING / BANKSMAN** | **YES / NO** |  |
| **POEP TRUCK (A2)** | **YES / NO** |  |
| **VEHICLE LASHING** | **YES / NO** |  |
| **BAGGAGE HANDLING** | **YES / NO** |  |
| **MANUAL HANDLING** | **YES / NO** |  |
| **OTHER** |  |  |

**DATAPROTECTION REGULATIONS MAY 2018 – Processing your personal data:**

Information provided by you on this form will be held in accordance with the provisions of the General Data Protection Regulations 2018. The information you have supplied or a third party has supplied on your behalf will be used for the purpose of determining your suitability for the applied position and, if you are successfully appointed, for matters relating to your work which affect you whilst with South Coast Port Services Ltd (Port Skills Division). All personal data about you will be held in strict confidence and South Coast Port Services Ltd (Port Skills Division) will not pass on your personal data to any third party without your written consent unless required to do so by law or regulation.

**MEDICAL INFORMATION:**

If you are aware of any medical condition, ailment or problem (whether formally diagnosed or not) that may affect your ability to work in a safety critical environment, or if you have a health problem that may be worsened by working for South Coast Port Services Ltd (Port Skills Division), you must disclose it. If you knowingly fail to disclose relevant medical information, the Company reserves the right to withdraw any offer of work or to remove you from the Port Skills register if you have already commenced work

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| **Please record any medical details / Medication being taken in the box below:** |
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**DRUG AND ALCHOHOL TESTING:**

Drug and Alcohol testing is carried out following any accident / incident within the Port and randomly on a routine basis. Any offer of work is subject to your acceptance of this provision and acknowledgement you will be liable to random “on site” drug and alcohol testing and will voluntarily submit to testing when required to do so.

**DECLARATION:**

I declare that the information above that I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any subsequent offer of work with South Coast Port Services Ltd (Port Skills Division) will be made on the basis of the information I have provided and that a false declaration resulting in my appointment with South Coast Port Services Ltd (Port Skills Division) will render me liable to removal from the register. I understand that any offer is conditional upon satisfactory references. I give explicit consent that the information which I have provided on this form may be processed in accordance with the General Data Protection Regulations 2018 as described above.

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| **SIGNED:**  **PRINT: DATE:** |

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| **Please return this form to:** [**jobs@portskills.co.uk**](mailto:jobs@portskills.co.uk) |

**TERMS AND CONDITIONS OF EMPLOYMENT AS SET OUT BY SOUTH COAST PORT SERVICES LTD.**

**(REVISED 1st SEPTEMBER 2025)**

The following terms and conditions outline the agreement upon which South Coast Port Services Ltd (Port Skills Division) agrees to maintain you on its register for Temporary Work. By signing at the bottom of this document you are confirming your agreement. A copy will be given to you for your own records.

1. You being placed on the Register does not impose any obligation on South Coast Port Services Ltd (Port Skills Division) to provide you with any work assignments. Similarly, there is no obligation upon you to accept any work assignment offered by South Coast Port Services Ltd (Port Skills Division). South Coast Port Services Ltd (Port Skills Division) reserves the right to cancel or alter work at short notice.

2. You will work for South Coast Port Services Ltd, Canute Chambers, Ocean Way, Southampton, SO14 3TU (Port Skills Division) under a “contract for service”, with additional policies and procedures, a copy of which are available from HR.

3. In line with the Asylum and Immigration Act 1999, all applicants must be eligible to live and work in the UK. Evidence of eligibility will be required as part of the recruitment process.

4. You agree that on any assignment given to you by South Coast Port Services Ltd (Port Skills Division) you will strictly comply with all applicable rules and regulations in relation to your place of work, particularly with regards to Customs and Excise, Security and Health and Safety. In addition, you will comply with the lawful instructions of the Client to whom your services are being provided by South Coast Port Services Ltd (Port Skills Division).

5. Absences are monitored over a 12-month rolling period. If you fail to report for your designated shift, you will be contacted to provide a reason for your absence. Five failures to report may result in your removal from the temporary register.

6. The work available is portering/baggage handling and driving/lashing new vehicles on/off ships, in compounds and around the port. Current rates of pay are available from the office on request. Should there be any changes in these terms and conditions we will give you a new written statement for you to sign. You will receive a copy of these terms and conditions.

7. As required by Regulation 5 of the Working Time Directive, we are required to have your agreement to work more than an average of 48 hours for each seven days. You will be issued with a 48 hour working opt out form to confirm that you elect to be offered additional hours of work with South Coast Port Services Ltd (Port Skills Division)

8. All workers are liable to have random spot checks of personal baggage, vehicles, lockers etc. Failure to co-operate could result in the Police being asked to attend and you being removed from the register.

9. South Coast Port Services Ltd (Port Skills Division) makes provision for your holiday pay entitlement by way of an additional 12.69% payment for every hour worked known as “holiday pay”. You will be automatically enrolled into the Peoples Pension Scheme whereby you have the choice to pay in or opt out. Automatic enrolment will take place every 3 years. Claims for sick pay entitlement can be made by completing an SSP1 form available by download or by request through South Coast Port Services Payroll Department. Monies earned will be paid at an hourly rate to be agreed in advance in respect of each assignment and will be paid only for time actually worked. Travel time and expenses to and from your assignment will not be paid. Payments will be made on the Friday following any week in which you work on a South Coast Port Services Ltd (Port Skills Division) assignment.

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| **I agree to the above terms and conditions:** | **SIGNATURE:** |
| **Name:** | Date: |

**RIGHT TO WORK: (Revised Regulations 1st July 2021)**

**South Coast Port Services are governed by UK Law to check all Job Applicants are allowed to work in the UK before employment can commence.**

**In line with GDPR Regulations you need to be aware a record of evidence provided will be held for reasons of employment due-diligence.**

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| --- | --- |
| Applicants of the UK, Wales, Scotland and Ireland may produce the following original documents as evidence: | Birth Certificate or In-Date Passport.  Irish citizens can use their Irish passport ID card to prove their right to work. |
| Applicants from EEA or Swiss nationals. | Passport or residence card as well evidence of immigration status, such as settled status or a Skilled Worker visa. |
| The company is required to ask the Home Office to check candidates Immigration Employment Status if any of the following apply: | Documents cannot be produced because of an outstanding appeal, administrative review or application is with the Home Office.  An Application Registration Card or Certificate of Application is less than 6 months old.  Applicant is a Commonwealth citizen who’s been living in the UK since before 1988 |

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| In order for you to provide the Company of proof of your status you will need to complete a form on the government website, to do this you will need the following documents:   * Biometric Residence Permit Number. * Biometric Residence Card Number * Passport or National Identity Card.   You can then follow these instructions to direct you to the form:-   * Go onto the Government website :- [WWW.GOV.UK](http://WWW.GOV.UK) * In the search engine, type in: - Prove your right to Work to an Employer. * You will then need to complete the online form.   Once completed, the site will populate a checking code.  This Code must be given to HR in order for us to view your Right to Work details.  You will not be able to be registered or start work with us until we have had the opportunity to view your status and are satisfied that you have the Right to Work in the United Kingdom. |
| You will also need to provide Proof of National Insurance Number: P45, Payslip, Government Letter, etc |

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Subject: Reference - Permission Granted.

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| In line with GDPR regulations 2018, I can confirm I have given South Coast Port Services your details and express consent for them to contact you on my behalf to seek a reference for my future employment.  Name:  Signed:  Date:  South Coast Port Services Ltd.  Canute Chambers  Canute Road  Southampton  SO14 3AB |

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**Declaration:**

As the person referred to below, I request South Coast Port Services Limited to obtain from the DVLA my driver record information.

I authorise and direct DVLA to disclose to South Coast Port Services Limited all relevant information relating to my driver record from the computer register of drivers they maintain. This includes personal details, driving entitlements, endorsement details, disqualifications, convictions and photo images. It will not include medical information.

This agreement to be valid for 12 months from the date signed below.

Name ………………………………………………………………………………………………….

Employee No ………………………………………………………………………………………….

Reference No …………………………………………………………………………………………

Signature for authorisation ………………………………………………………………………….

Date ……………………………………………………………………………………………………