



SEATECHS LIMITED
Personal Details Form

REF: QMS-PF-006

Date: 15.7.15

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OFFICE USE ONLY

Start Date:

Contract Hours (If applicable)

PERSONAL INFORMATION

SURNAME		FIRST NAME (S)	
ADDRESS			
HOME TEL NO		DATE OF BIRTH	
MOBILE TEL NO		PLACE OF BIRTH	
EMAIL ADD		NATIONALITY	
MARITAL STATUS		NAT. INS. NO	
GENDER	MALE / FEMALE (DELETE AS APPROPRIATE)		

EMERGENCY CONTACT DETAILS

NAME/ADDRESS		RELATIONSHIP	
HOME TEL NO		WORK / MOBILE NO	

PASSPORT INFORMATION

1ST PASS NO		DATE OF ISSUE		PLACE OF ISSUE		EXPIRY DATE	
2ND PASS NO		DATE OF ISSUE		PLACE OF ISSUE		EXPIRY DATE	

SEAMAN'S / DISCHARGE BOOK

NUMBER		DATE OF ISSUE		PLACE OF ISSUE		EXPIRY DATE	
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BANK DETAILS (PAYROLL PERSONNEL ONLY)

BANK NAME & ADDRESS							
SORT CODE		ACCT. NO		ACCT NAME			

LIMITED COMPANY INFORMATION

*LTD CO PERSONNEL PLEASE MAKE SURE BANK DETAILS ARE LISTED ON YOUR INVOICE	LIMITED COMPANY NAME: COMPANY PAYE REF: COMPANY CORPORATION TAX REF (UTR): PAYE/GROSS : ONLY AVAILABLE WHEN WORKING OUTSIDE OF EUROPE ** ANY FOREIGN TAXES DUE WILL BE DEDUCTED AT SOURCE** IF GROSS PLEASE PROVIDE PROOF OF UTR (UNIQUE TAX REFERENCE)NUMBER:
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T Bulley	7	24.11.16- Split Bank Details & Ltd Co Info into separate sections	
Prepared by	Revision	Description of Revision	Authorised By



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DRIVING LICENSE

CURRENT: YES / NO

LICENSE No:

PLEASE PROVIDE NAME AND ADDRESS OF LAST 2 EMPLOYERS

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PLEASE PROVIDE 2 PREVIOUS EMPLOYER/CHARACTER REFERENCES

<p>Name: Company: Tel Number: Address:</p> <p>DELETE AS APPLICABLE EMPLOYER/CHARACTER</p>	<p>Name: Company: Tel Number: Address:</p> <p>DELETE AS APPLICABLE EMPLOYER/CHARACTER</p>
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DO YOU HAVE ANY UNSPENT CRIMINAL CONVICTIONS

YES/NO

If Yes state convictions and dates

*FAILURE TO DECLARE A CONVICTION MAY REQUIRE US TO EXCLUDE YOU FROM OUR REGISTER OR TERMINATE AN ASSIGNMENT IF THE OFFENCE IS NOT DECLARED BUT LATER COMES TO LIGHT

DO YOU HAVE IMMIGRATION PERMISSION TO WORK IN THE UK

YES/NO

*IN LINE WITH HOME OFFICE GUIDANCE ON THE PREVENTION OF ILLEGAL WORKING WE WILL NEED TO VERIFY AND TAKE A COPY OF YOUR ORIGINAL ID DOCUMENTATION AS EVIDENCE OF YOUR RIGHT TO WORK IN THE UK IF YOU ARE TO BE ENGAGED BY SEATECHS FOR TEMPORARY OR CONTRACT WORK.

THE INFORMATION THAT YOU PROVIDE ON THIS FORM AND ON A CV WILL BE USED BY SEATECHS TO PROVIDE YOU WITH WORK FINDING SERVICES, IN PROVIDING THIS SERVICE TO YOU, YOU CONSENT TO YOUR PERSONAL DATA BEING INCLUDED ON A COMPUTERISED DATABASE AND CONSENT TO US TRANSFERRING YOUR PERSONAL DETAILS TO OUR CLIENTS (EXCLUDING BANK DETAILS), WE MAY CHECK THE INFORMATION COLLECTED, WITH THIRD PARTIES OR WITH OTHER INFORMATION HELD BY US, WE MAY ALSO USE OR PASS TO CERTAIN THIRD PARTIES INFORMATION TO PREVENT CRIME, TO PROTECT PUBLIC FUNDS, OR IN OTHER WAY PERMITTED OR REQUIRED BY LAW.

DECLARATION

I DECLARE THE INFORMATION GIVEN TO BE TRUE AND ACCURATE

SIGNED:

DATE:

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