

## Headcount Field Marketing Registration Pack

Welcome to Headcount Worldwide Field Marketing Ltd and thank you for enquiring about employment opportunities with us.

### Who are we?

Headcount are a major player and one of the fastest growing companies in the UK field marketing industry. We are always looking for personnel of the highest calibre, full or part time, who can demonstrate professionalism, enthusiasm and reliability.

### What do we do?

We have tactical (short-term) and strategic (on-going) work opportunities in:

Merchandising	Auditing	Sampling	Sales Teams
In store promotions	Mystery Shopping	Roadshows	Door Step Sales

### Who for?

Headcount is employed on behalf of major blue chip companies to promote their leading brands. Some of our clients include:

Warner Brothers	Whirlpool	Defra	Scrivens
Digital UK	Kraft	Luxottica	National Book Tokens
BT	Environment Agency	Miele	

### Want to join us?

Enclosed you will find an application form, please fill this in giving us as much detail as possible about you, your experience and any skills you have. Please send us the following:

- Your application form
- A recent passport photograph of yourself
- Proof of your eligibility to work in the UK – please see attached for acceptable items
- Your latest CV

### How do we pay?

Most campaigns pay either a day or call rate, plus receipted out of pocket expenses. Some of our clients also reward sales people with incentives or bonuses. Claims received by the 25<sup>th</sup> of each month are paid on the 10<sup>th</sup> of the following month, in arrears, and directly into the designated bank or building society account on your wage claims.

### When Can We Not Pay?

There are two instances where we will not be able to process your pay:

- 1 We are unable to issue payment by cheque, so if you do not provide us with bank or building society account details, we will not be able to pay you.
- 2 Due to the May 2004 Home Office directive, we cannot pay you until we have received proof of your eligibility to work in the UK (please see details on the following page).

In all cases, when either of the above are received after the deadline of the 25<sup>th</sup>, any pay due will not be processed until the following month's pay run.

### What next?

Once we have received your application form, our dedicated recruitment team will search for the right opportunity for you and contact you to discuss. So the sooner you return your form, the sooner we can offer you an opportunity with Headcount!

**Headcount Worldwide Field Marketing Ltd - Preventing Illegal Working Requirements**

All potential employees must provide:

- **One of the original documents included in List 1 below**

**OR**

- **Two of the original documents in the combinations given in List 2 below.**

**List 1: (One original document required)**

- A) A passport showing that the holder is a British citizen, or has a right of abode in the UK.
- B) A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card. Dependant upon the country, an employee may need to register with the Home Office for the Workers Registration Scheme: Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia or Slovenia.
- C) A residence permit issued by the Home Office to a national from an EEA country or Switzerland.
- D) A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as the family member of a national from an EEA country or Switzerland who is residence in the UK.
- E) A passport or other travel document endorsed to show that the holder can stay in the UK, and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- F) An Application Registration Card by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

**List 2: (Two original documents required)**

Provide **TWO** of the original documents in the combinations given below:

- A) A document giving the person's **permanent** National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.

**Along with item A above, you must also provide one original document from those listed in section B – H:**

- B) A full birth certificate issued in the UK, which includes the names of the holder's parents; or
- C) A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; or
- D) A certificate of registration or naturalisation stating that the holder is a British citizen; or
- E) A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the UK, or has no time limit on their stay; or
- F) An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the UK, or has no time limit on their stay; or
- G) A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK, and this allows them to do the type of work you are offering; or
- H) An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the UK, and this allows them to do the type of work you are offering.

**Second Combination:**

- A) A work permit or other approval to take employment that has been issued by Work Permits UK.
- Along with item A above, you must also provide one original document from those listed in section B – C:**
- B) A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question; or
  - C) A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.

**PLEASE SEND ORIGINAL IDENTIFICATION DOCUMENTS  
WE CANNOT ACCEPT PHOTOCOPIES**

## Registration Form

Office Use Only	
Date registered:	Staff no.:

Personal Details - Please complete the following section using capital letters and a black pen																	
First Name(s):			Surname:														
Date of birth	<input type="text"/>		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>											
Home Address:																	
Postcode:			Nationality:														
Telephone Number:			National Insurance Number:														
Mobile Number:			Fax Number:														
Email address:			Drivers licence number:														
Please answer all of the following questions. '+' the relevant boxes below																	
Do you have the use of a car?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>									
Do you have a current valid driving licence?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>									
Have you ever had any serious illnesses, conditions, operations or disabilities? If YES, please give details, and continue on a separate sheet if necessary					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>									
Have you had any formal sales training?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>									
Please '+' any formal qualifications that you hold																	
GCSE	<input type="checkbox"/>	O Level	<input type="checkbox"/>	A Level	<input type="checkbox"/>	Degree	<input type="checkbox"/>	Professional Qualification	<input type="checkbox"/>								
Are you computer literate?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If Yes:	Basic	<input type="checkbox"/>	Advanced	<input type="checkbox"/>							
Other than English, which languages can you speak?																	
Do you have a Health & Hygiene certificate? If YES, please attach a copy.					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>									
Do you have a criminal record?: Rehabilitation of Offenders Act 1974.					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>									
Please '+' the relevant boxes to detail your work experience																	
Multiples	<input type="checkbox"/>	Independents	<input type="checkbox"/>	Travel	<input type="checkbox"/>	Business to Business	<input type="checkbox"/>	Sales	<input type="checkbox"/>								
Door Step Sales	<input type="checkbox"/>	Telesales	<input type="checkbox"/>	Chemist Sales	<input type="checkbox"/>	Auditing	<input type="checkbox"/>	Product Sampling	<input type="checkbox"/>								
Party Night	<input type="checkbox"/>	Road Show	<input type="checkbox"/>	Market Research	<input type="checkbox"/>	Merchandising	<input type="checkbox"/>	Mystery Shopping	<input type="checkbox"/>								
Supervisor Team Leader	<input type="checkbox"/>	Promotions	<input type="checkbox"/>	Credit Card	<input type="checkbox"/>	Utilities	<input type="checkbox"/>	Other Please state on reverse	<input type="checkbox"/>								
Please detail below the last 5 jobs / campaigns that you worked on:																	
Agency / Company	Campaign Dates	Product	Type of activity (Merchandising, Audit, Mystery Shop etc)	Outlet Type (CTN's, Grocers)	Position Held (Sales Person, Team Leader etc)	Approx number of calls covered											
Please '+' to show when you would be available for work																	
Mon	<input type="checkbox"/>	Tue	<input type="checkbox"/>	Wed	<input type="checkbox"/>	Thu	<input type="checkbox"/>	Fri	<input type="checkbox"/>	Sat	<input type="checkbox"/>	Sun	<input type="checkbox"/>	Evening	<input type="checkbox"/>	Full Time	<input type="checkbox"/>
What qualities do you feel you will bring to the company?																	
Where or from whom did you hear about Headcount?																	
Word of mouth	<input type="checkbox"/>	Trade Press	<input type="checkbox"/>	Grocer Magazine	<input type="checkbox"/>	Internet please state	<input type="checkbox"/>	Other please state	<input type="checkbox"/>								
The above information is true and correct to the best of my knowledge			Signed		Date			<input type="text"/>									

Please send your completed registration form along with a recent photograph of yourself to the following address:  
**Headcount, Kestrel Court, Pound Road, Chertsey, Surrey, KT16 8ER - Tel: 01932 560 650**