



Henley Royal Regatta (Temp Staff)
Regatta Headquarters
Henley-on-Thames
Oxfordshire RG9 2LY

Date as Postmark

APPLICATION FOR WORK AT HENLEY ROYAL REGATTA 2019

Thank you for your enquiry and I am pleased to learn of your interest in working at this year's Regatta. The Regatta dates are from Wednesday, 3rd July to Sunday, 7th July inclusive.

I attach an application form, including HMRC's Starter Checklist (please do not complete the employment start date), for completion and return to me at the address shown above. It should be accompanied by a passport size photograph.

I should like to take this opportunity of mentioning to those new applicants that **on the five days of the Regatta** the dress requirements for staff, particularly those who might be required to enter the Stewards' Enclosure, are the same as those that apply to Members and guests, as follows:

'Gentlemen are required to wear lounge suits, or jackets or blazers with flannels, and a tie or cravat. Ladies are required to wear dresses or skirts with a hemline below the knee and will not be admitted wearing divided skirts, culottes or trousers of any kind. No one will be admitted to the Stewards' Enclosure wearing shorts or jeans.'

However, staff undertaking jobs that are particularly dirty should note that suitable clothing (e.g. white coats) will be provided. Nevertheless, **all staff** should bring clothing appropriate for working in extreme weather conditions; in recent years we have experienced heat waves, as well as cold and very wet days.

If your duties should involve bar or restaurant work, the dress requirements will depend on the contract caterer and you will be advised in advance.

PLEASE NOTE:-

Acknowledgements for applications will be sent via email. Those who have not been contacted before the middle of June should report to the Staff Office in the Boat Tent Area on Monday, 1st July or Tuesday, 2nd July, which is **BEFORE** the Regatta, between 10.00 am and 11.30 am or between 3.30 pm and 5.00 pm when the situation regarding available jobs will be clearer.

I look forward to meeting you in due course.

Simon Jones

This page is intentionally blank.

**CASUAL WORKER
REGISTRATION FORM**

HRR Ref: _____

Henley Royal Regatta
Regatta Headquarters
Henley-on-Thames
Oxfordshire
RG9 2LY

**FOR
HENLEY ROYAL REGATTA 2019**

Please enclose a recent passport size photograph of yourself. Print your name on reverse.

(Do NOT stick or staple photo to the form.)

PLEASE COMPLETE FORM IN BLOCK CAPITAL LETTERS

PERSONAL DETAILS

FIRST NAME		SURNAME		TITLE	DATE OF BIRTH
PREFERRED NAME			NATIONAL INSURANCE		
CURRENT ADDRESS			TERM TIME ADDRESS (if different from current)		
TELEPHONE NUMBER	MOBILE NUMBER		NATIONALITY		
EMAIL					

REFERENCES -

Please give the name and address of two referees. This can include past employers, someone known to the Regatta or a professional.

NAME	NAME
ADDRESS	ADDRESS
CONTACT NUMBER	CONTACT NUMBER
EMAIL	EMAIL
RELATIONSHIP TO YOU	RELATIONSHIP TO YOU
TRANSPORT Please tick box if you have your own transport <input type="checkbox"/>	TIMES Please indicate the earliest and latest times that you are available to work e.g. 7am - 11pm

DATES AVAILABLE FOR WORK - Between 1st June & 31st July

Tick box if available to work for other events <input type="checkbox"/>	Earliest date available to work _____
Unavailable to work between these dates	Latest date available to work _____
_____ & _____	_____ & _____
_____ & _____	_____ & _____

PLEASE COMPLETE FORM OVERLEAF

<input type="checkbox"/> Identity verified	<input type="checkbox"/> Accepted position as	Office Use Only
<input type="checkbox"/> Permitted to work in UK		
<input type="checkbox"/> Both Declarations and tax form signed	Signature HRR Official	
<input type="checkbox"/> Security checked		

EDUCATION

NAME OF SCHOOL	EXAMINATIONS & GRADES OBTAINED
FURTHER EDUCATION College / University name	SUBJECTS STUDIED & QUALIFICATIONS ATTAINED
OTHER RELEVANT QUALIFICATIONS / AWARDS / SKILLS e.g. First Aid, Food Hygiene	

RELEVANT EXPERIENCE

EMPLOYMENT / RIVER WORK / ROWING EXPERIENCE - continue on another sheet if necessary

SKILLS

Tick the areas in which you would like to work - if you have experience in working in these areas please list details in above field

- | | | |
|--|--|---|
| <input type="checkbox"/> Crews Enquiries / Results Board | <input type="checkbox"/> Ticket / Programme Sales | <input type="checkbox"/> Supervisor |
| <input type="checkbox"/> River Marshals / Stake Boats | <input type="checkbox"/> Cloakroom / Toilet Attendants | <input type="checkbox"/> Left Luggage / Lost Property |

I confirm that the information given on this form is to the best of my knowledge true and complete. Any false statement may be sufficient cause for rejection or if engaged dismissal. I consent that further pre-employment checks may be carried out and I authorise the company to obtain a reference to support this application.

Date _____

Signed _____

When completed, this form together with a recently taken passport size photograph should be sent to the address below

Henley Royal Regatta (Temp Staff)
Regatta Headquarters
Henley-on-Thames
Oxfordshire
RG9 2LY

This information will be held on computer subject to Data Protection Legislation

PLEASE ALSO COMPLETE CRIMINAL RECORD DECLARATION & TAX FORM

CRIMINAL RECORD DECLARATION

Note: If you are appointed, a check against the National Collection of Criminal Records may be undertaken and documentary evidence sought to confirm your answers.

Surname _____

Full Forenames _____

Full Permanent Address _____

Date of Birth / / _____

1. Have you ever been convicted or found guilty by a Court of any offence in any country (excluding parking but including all motoring offences even where a spot fine has been administered by the police) or have you ever been put on probation (probation orders are now called community rehabilitation orders) or absolutely/conditionally discharged or bound over after being charged with any offence or is there any action pending against you? You need not declare convictions which are "spent" under the Rehabilitation of Offenders Act (1974).

YES / NO (delete whichever is not appropriate) (If yes, please give details below)

2. Have you ever been convicted by a Court Martial or sentenced to detention or dismissal whilst serving in the Armed Forces of the UK or any Commonwealth or foreign country? You need not declare convictions which are "spent" under the Rehabilitation of Offenders Act (1974).

YES / NO (delete whichever is not appropriate) (If yes, please give details below)

3. Do you know of any other matters in your background which might cause your reliability or suitability to be called into question?

YES / NO (delete whichever is not appropriate) (If yes, please give details below)

If you answered 'YES' to any of the questions on this form, please give details below.

I declare that the information I have given on this form is true and complete to the best of my knowledge and belief. In addition, I understand that any false information or deliberate omission in the information I have given on this form may disqualify me for employment.

Signature _____

Date _____

The information you have given above will be treated in strict confidence.

Important: Data Protection This form asks you to supply "personal" data as defined under data protection law. You will be supplying this data to our HR personnel and, as may be necessary from time to time, to any proper authorities which includes for the purpose of checking against the National Collection of Criminal Records. It will not be kept for longer than six months. The HR or vetting authorities will protect the information which you provide and will ensure that it is not passed to anyone who is not authorised to see it. All personal data is processed by Henley Royal Regatta in accordance with our Employment Privacy Policy, which is available on request.

By signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above. If you have any concerns, about any of the questions or what we will do with the information you provide, please contact the person who issued this form for further information.

This page is intentionally blank



Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous 3 tax years. Do not send this form to HMRC.

Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. Do not send this form to HMRC.

Employee's personal details

1 Last name

2 First name(s)
Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth

3 Are you male or female?
Male Female

4 Date of birth DD MM YYYY

5 Home address

Postcode
Country

6 National Insurance number (if known)

7 Employment start date DD MM YYYY

Employee statement

8 You need to select only one of the following statements A, B or C

- A** This is my first job since 6 April and I've not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B** This is now my only job but since 6 April I've had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- C** As well as my new job, I have another job or receive a State or Occupational Pension.

Please turn over >

Student Loan

For more guidance about repaying go to www.gov.uk/repaying-your-student-loan

9 Do you have one of the Student Loan Plans described below which is not fully repaid?

Yes If Yes, go to question 10

No If No, go to question 13

Student Loan Plans

You'll have a Plan 1 Student Loan if:

- you lived in Scotland or Northern Ireland when you started your course (undergraduate or postgraduate)
- you lived in England or Wales and started your undergraduate course before 1 September 2012

You'll have a Plan 2 Student Loan if:

- you lived in England or Wales and started your undergraduate course on or after 1 September 2012
- your loan is a Part Time Maintenance Loan
- your loan is an Advanced Learner Loan
- your loan is a Postgraduate Healthcare Loan

10 What type of Student Loan do you have?

Plan 1 Plan 2 Both

11 Did you complete or leave your studies before 6th April?

Yes If Yes, go to question 12

No If No, go to question 13

12 Are you repaying your Student Loan directly to the Student Loans Company by Direct Debit?

Yes

No

Postgraduate Loan

For more guidance about funding and repaying go to www.gov.uk/funding-for-postgraduate-study

For more guidance for employers go to www.gov.uk/guidance/special-rules-for-student-loans

13 Do you have a Postgraduate Loan which is not fully repaid?

Yes If Yes, go to question 14

No If No, go to the Declaration

You'll have a Postgraduate Loan if:

- you lived in England and started your Postgraduate Master's course on or after 1 August 2016
- you lived in Wales and started your Postgraduate Master's course on or after 1 August 2017
- you lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018

14 Did you complete or leave your Postgraduate studies before 6th April?

Yes If Yes, go to question 15

No If No, go to the Declaration

15 Are you repaying your Postgraduate Loan direct to the Student Loans Company by Direct Debit?

Yes

No

Signature

Full name

Date DD MM YYYY