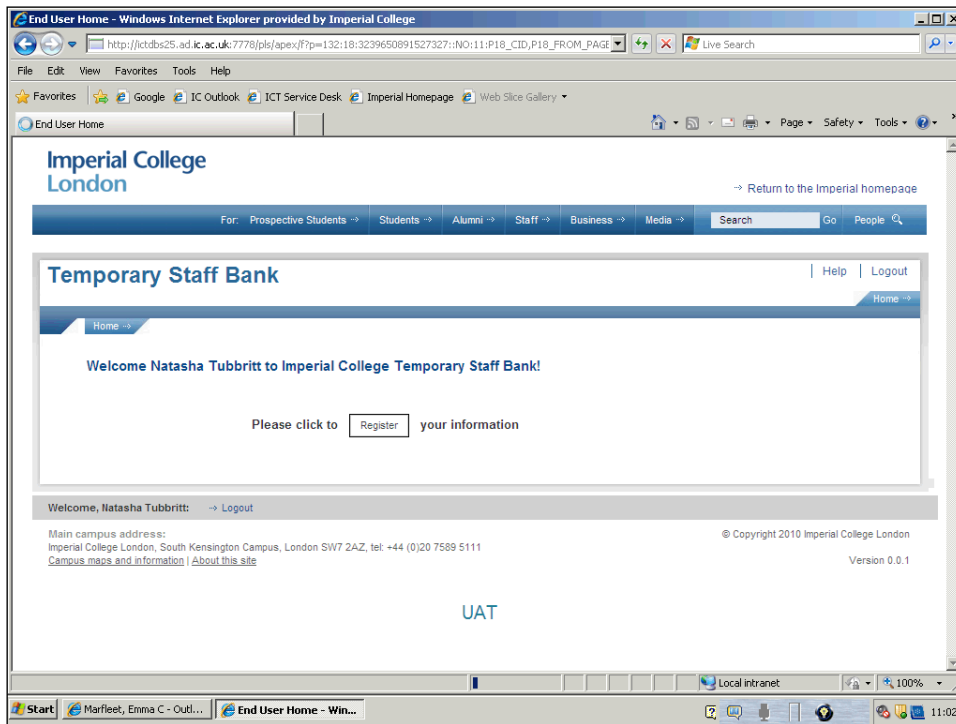


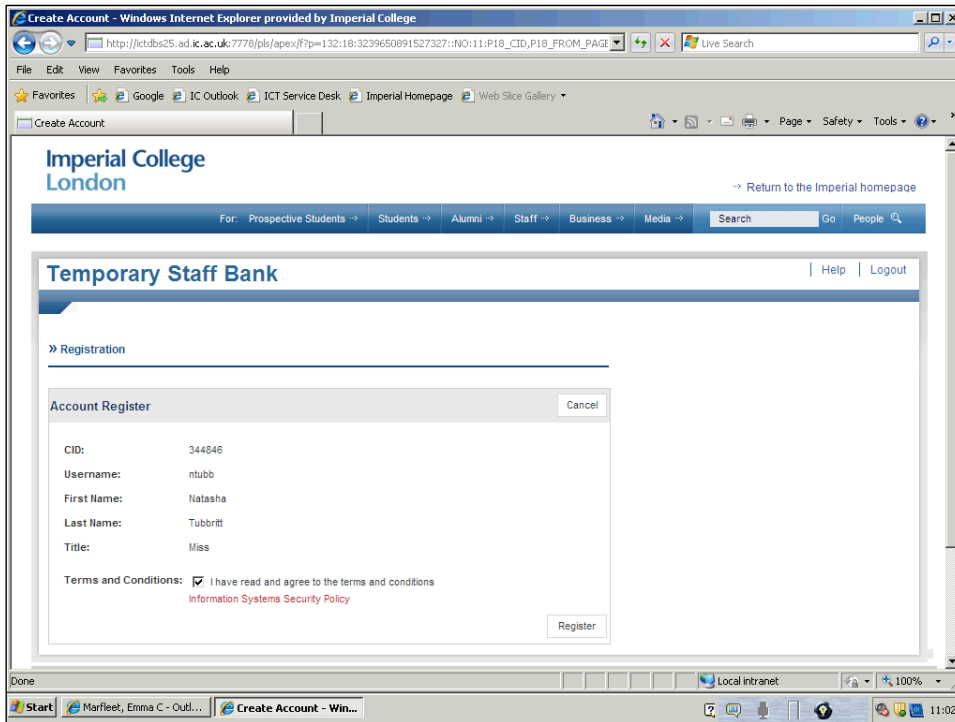
# Guide for Individuals Registering

## Procedure Note

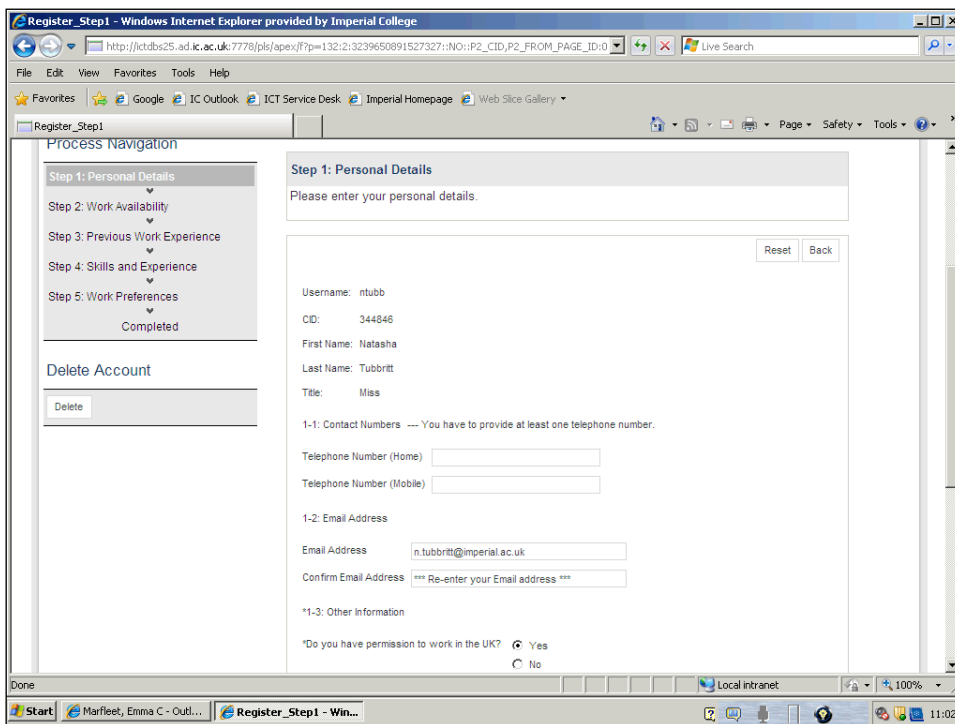
Please find below the steps you need to follow when registering your details in the Temporary Staff Bank.



Step	Action
1.	Click <b>Register</b> . <input type="button" value="Register"/>

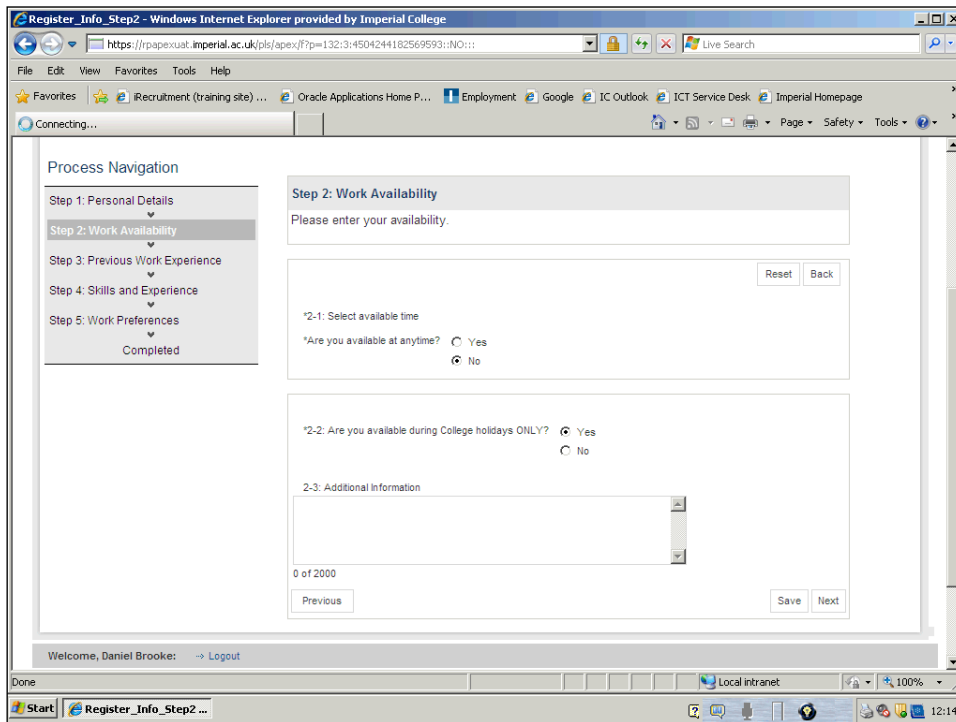


Step	Action
2.	Tick to confirm agreement to the terms and conditions. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Register</div>

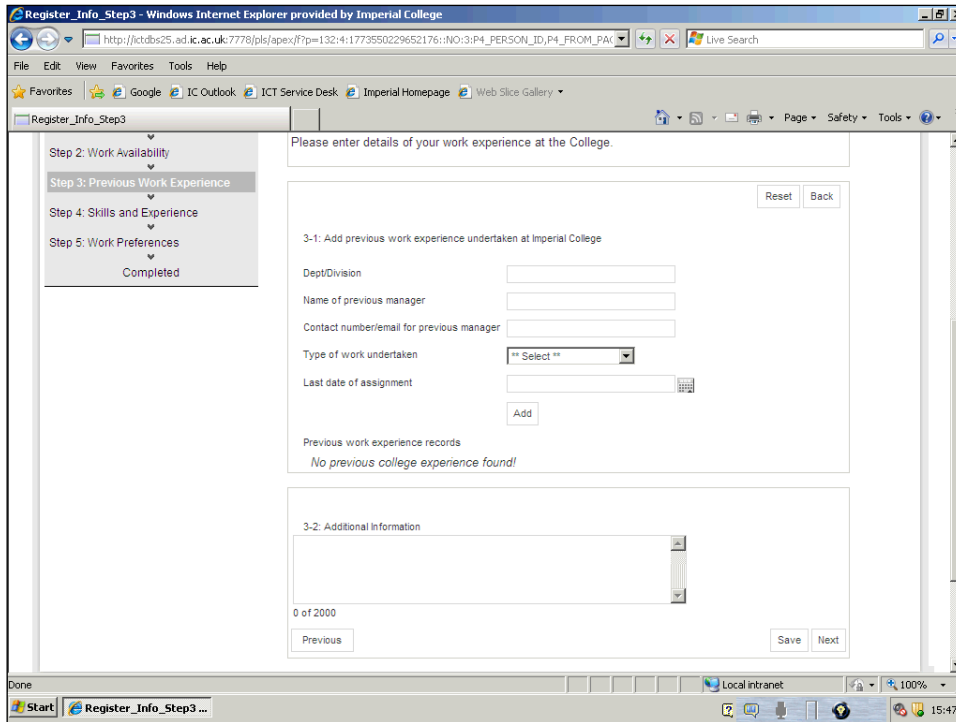


Step	Action
3.	Please provide at least one <b>Telephone Number</b> .

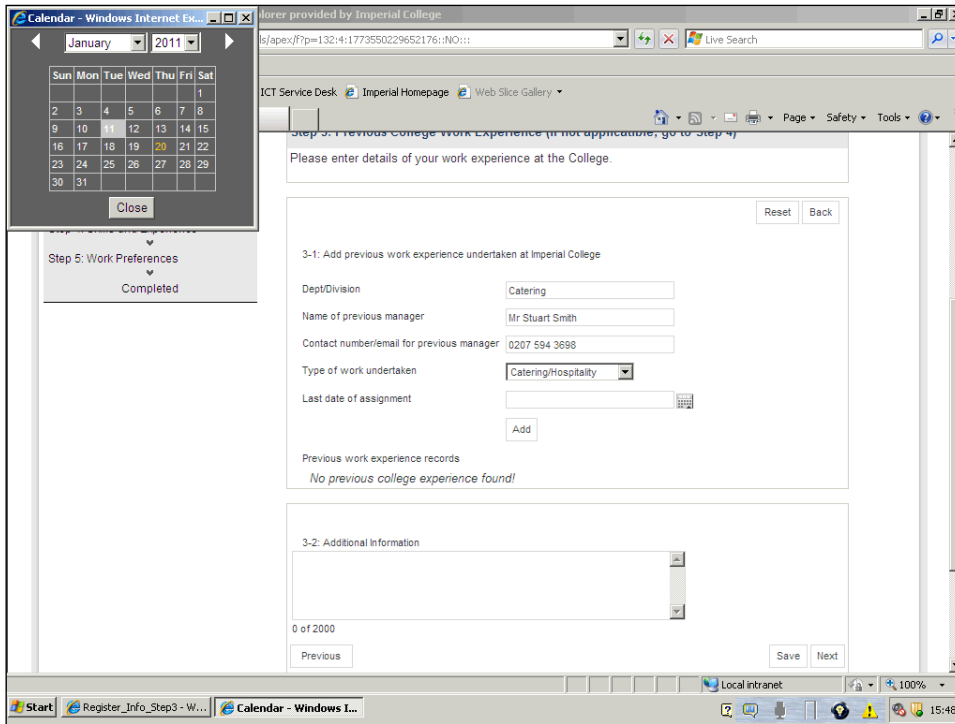
Step	Action
4.	If you would like to use a personal email address then enter it into the Email Address field and confirm. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">*** Re-enter your Email address ***</div>
5.	Complete the 'permission to work in the UK' and 'Are you an agency temp' fields and then click the <b>Next</b> button. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Next</div>



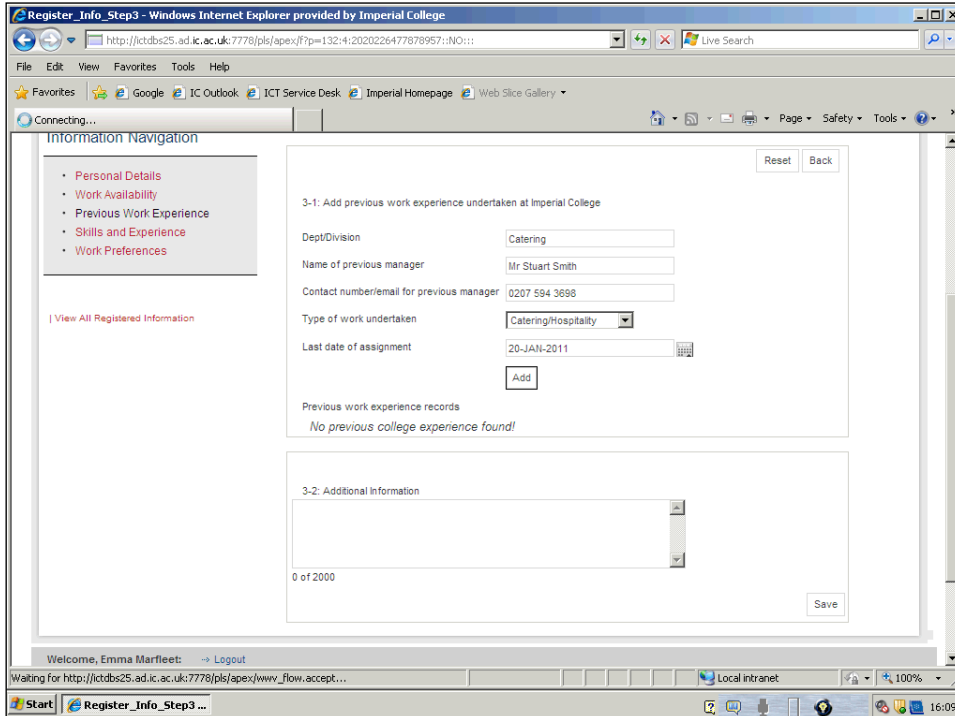
Step	Action
6.	Select the appropriate availability option.
7.	If you have selected <b>No</b> .Chose your available time slots. <div style="border: 1px solid black; padding: 2px; width: 20px; height: 20px; margin: 5px auto; text-align: center;">☑</div>
8.	Select the appropriate availability.
9.	Click <b>Next</b> . <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Next</div>



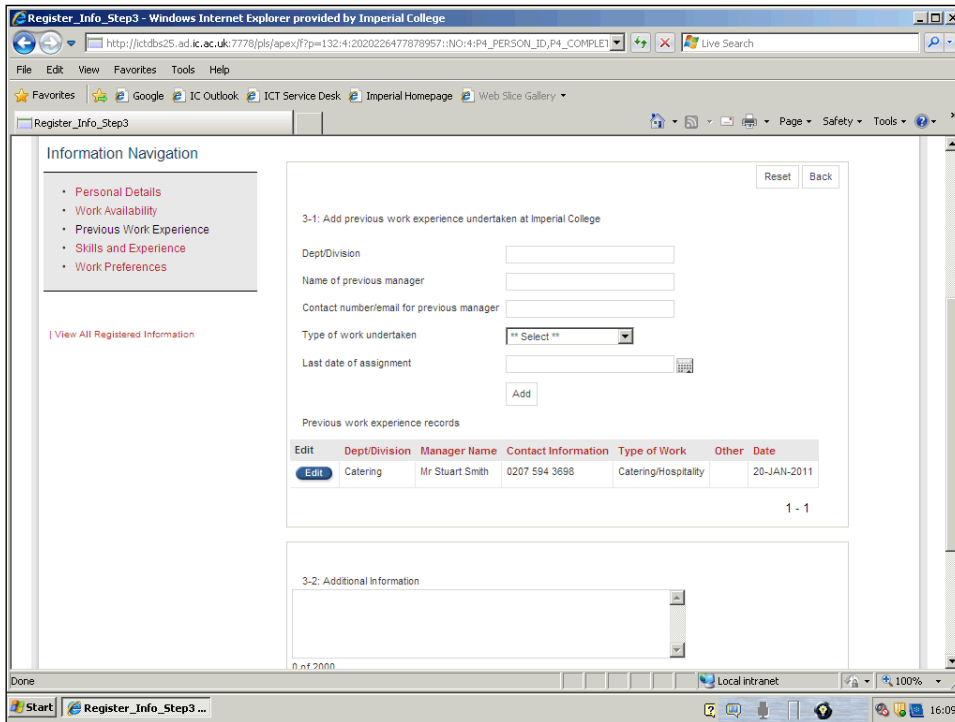
Step	Action
10.	Enter the Dept/Division you have worked or are working for. <input type="text"/>
11.	Enter the name of your current/previous manager. <input type="text"/>
12.	Enter a contact number/email for your current/previous manager. <input type="text"/>
13.	Click the <b>Type of work undertaken</b> from the drop down list. <input type="text" value="** Select **"/>
14.	Select from the menu. <input type="text" value="Catering/Hospitality"/>
15.	Click the <b>Calendar</b> button. <input type="text" value="Calendar"/>



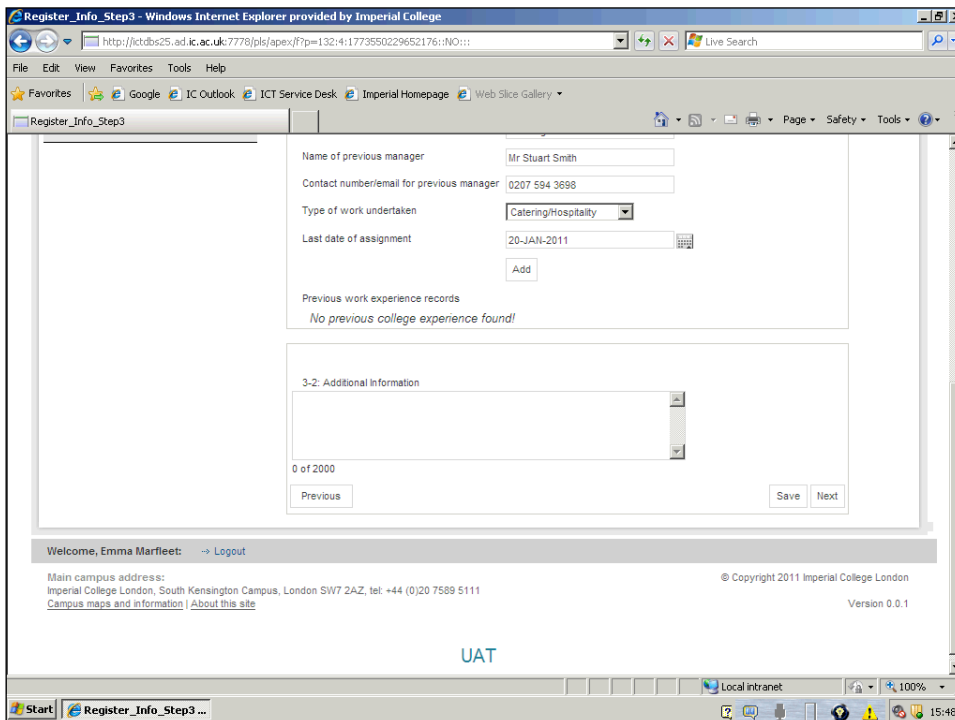
Step	Action
16.	Select the date you finished/will finish your last/latest assignment. <b>20</b>



Step	Action
17.	You need to click <b>Add</b> to create this entry. <b>Add</b>

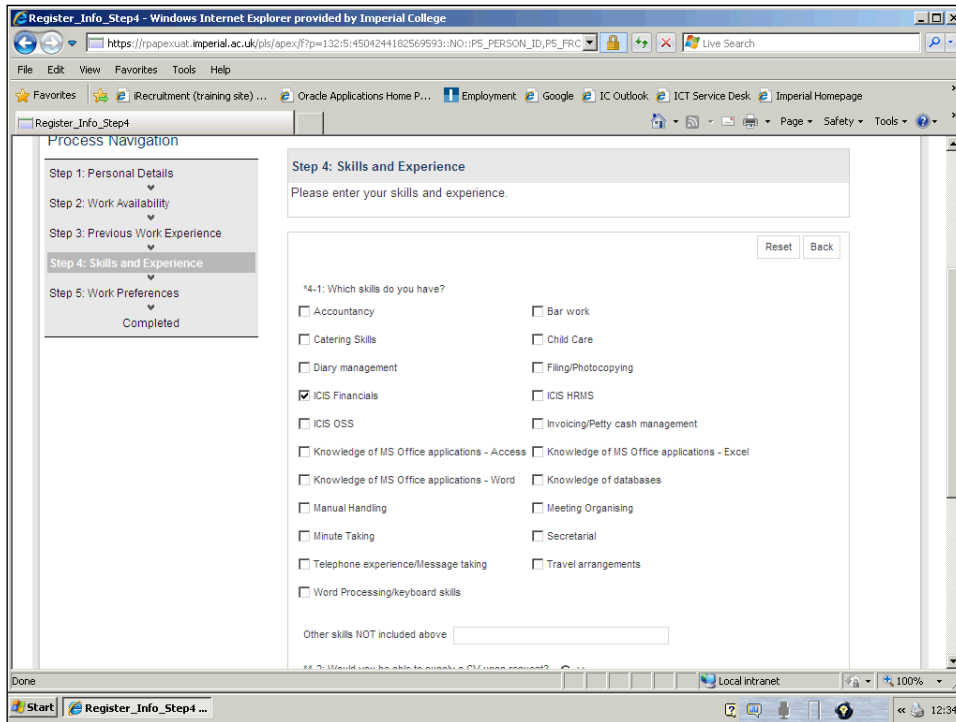


Step	Action
18.	The details you entered will be displayed here. To enter another record, fill out the fields above and click add again.

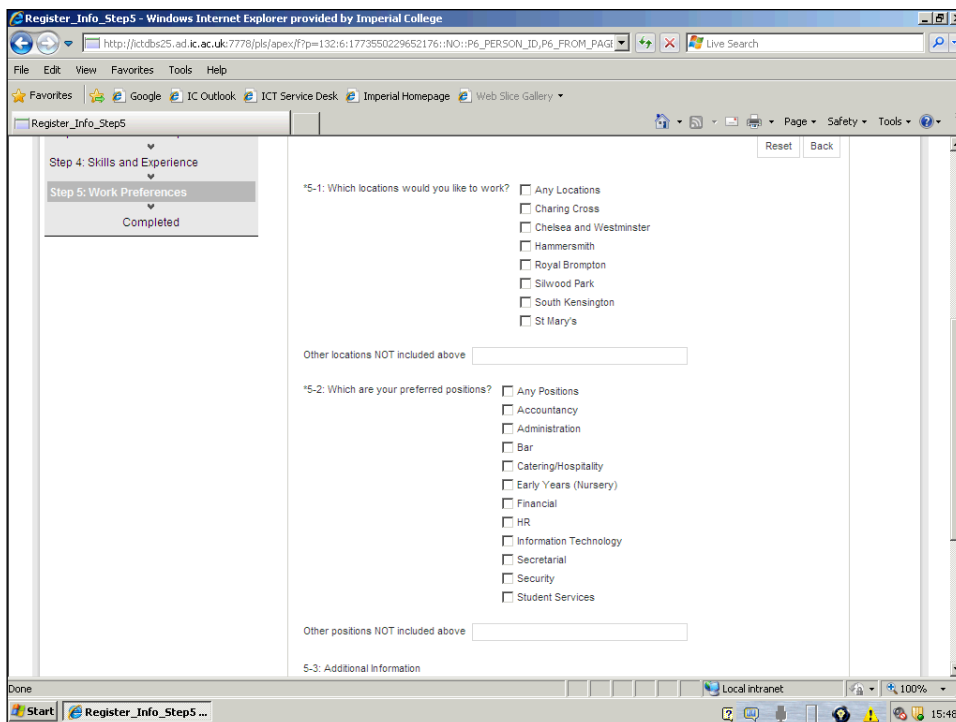



Step	Action
19.	Click the <b>Next</b> button.

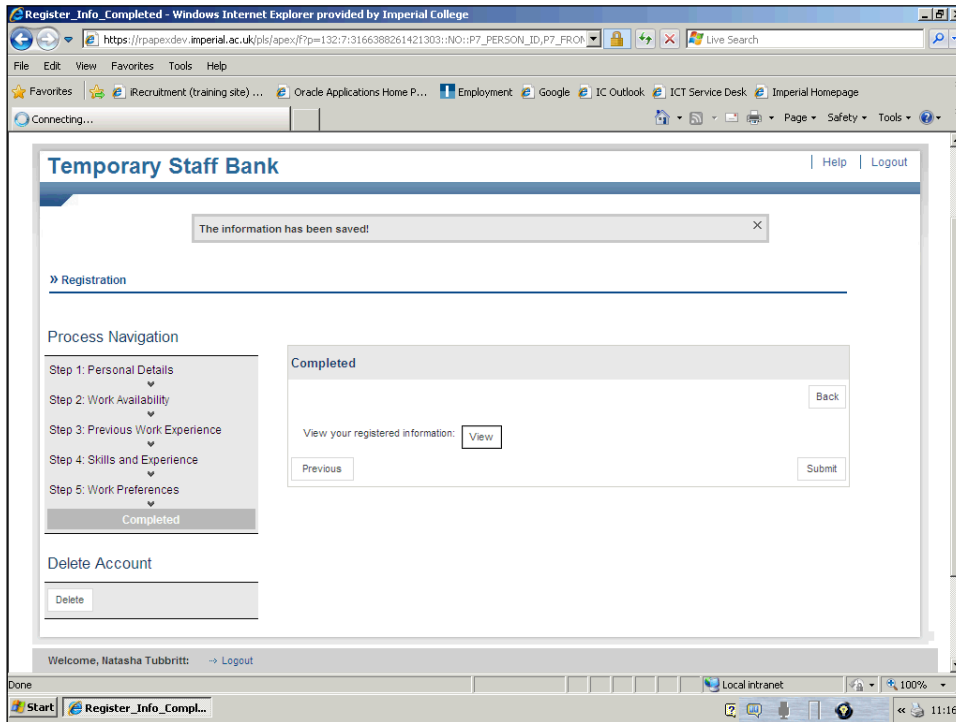
Next




Step	Action
20.	Select any number of skills as appropriate.
21.	This field automatically defaults to 'Yes'. If you are not able to supply a CV upon request, please click <b>No</b> .
22.	Click the <b>Next</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Next</div>

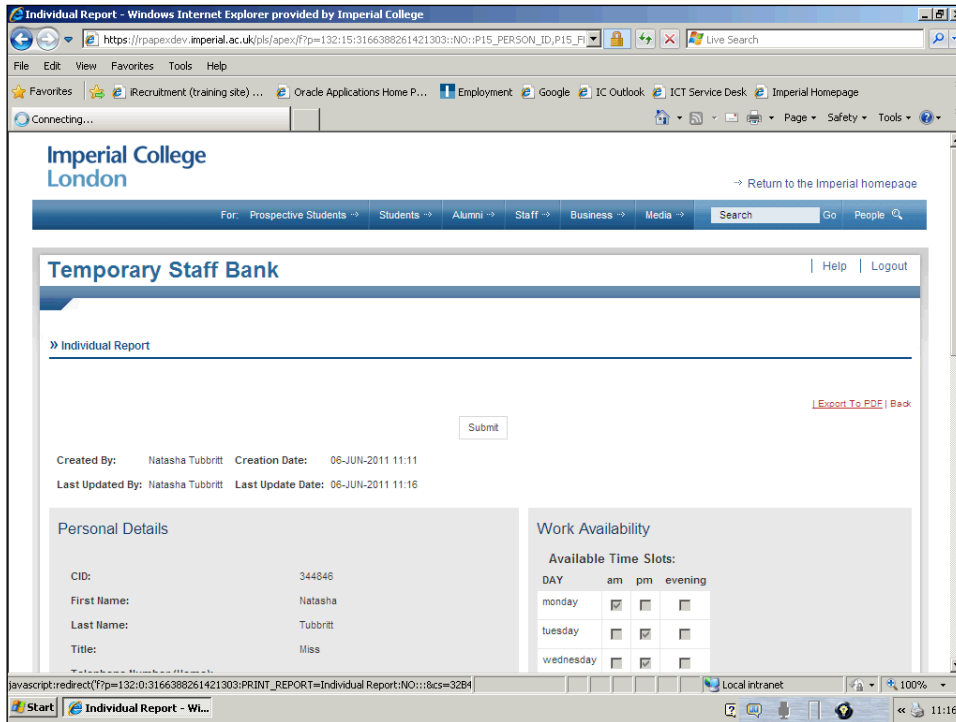


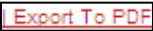

Step	Action
23.	Select the location(s) as appropriate.
24.	Select any number of positions as appropriate.
25.	Click the <b>Next</b> button. 

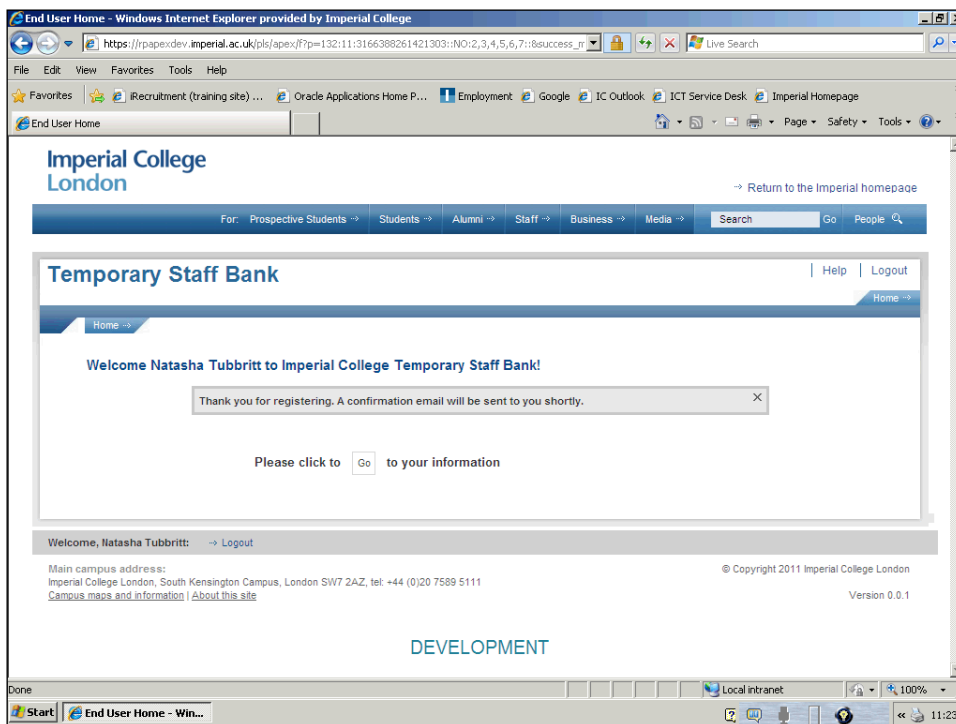


Step	Action
26.	Click the <b>View</b> button if you wish to review your record before submitting. It is also possible to submit from this page. 





Step	Action
27.	Here you can view the details you have entered. This page can also be exported into a PDF document. 
28.	Click the <b>Submit</b> button to complete registration. 



<b>Step</b>	<b>Action</b>
29.	A confirmation email will be sent to you.
30.	<b>End of Procedure.</b>