

# Candidate Registration Form



(Please complete in **block capitals**)

Personal Details										
Title:		First Name:		Surname:						
House number & street name										
Town/City										
County										
Postal Code										
Home telephone:				Mobile:						
Email:				Date of Birth:						
				(day/month/year)						
National Insurance Number:										
								Current UK Driving License?		
								(Circle one)	Yes No	

Education & Training			
From	To	School/College/University	Qualifications obtained
<i>This area is limited to just main qualifications. Please attach your CV to this pack to provide further supporting information.</i>			

Additional Training Courses		
Course	Instructing Body	Qualifications obtained
<i>Please provide proof of training courses and certification by photocopying relevant certificates/cards and attaching them to this pack.</i>		

Employment History						
Name and address of previous employer	From	To	Job Title	Hourly Rate/Salary	Reference Name	Reference Telephone No.

Additional Information							
What is your occupation/profession?							
Please briefly outline the type of position you are looking for							
Please indicate the type of work you are interested in	Temporary		Permanent		Contract		
	Full Time		Part Time		Seasonal		
Please indicate the days you will be available to work	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Salary Expectations	Per Hour			Per Annum			
	From		To		From		To

Eligibility to work in the UK	
In line with Home Office guidance on the prevention of illegal working we are required to verify that <b>all</b> employees are eligible to work within the UK before placement	
Please state your nationality:	
Do you have permission to work in the UK? (Please state)	
<p><i>As previously stated; it is essential that you are able to prove to us your eligibility to work within the United Kingdom. Failure to provide us with such evidence will prohibit you from working on our behalf. You <b>must</b> provide us with this application pack; a copy of your Passport <b>or</b> Birth Certificate if you are a British or EU National. If you are neither: you must supply a copy of documentation supporting your eligibility to work un the U.K as provided by the Home Office. If this is the case; please request or download a copy of our <b>Non U.K/E.U Applicant Identification form (A4)</b>.</i></p>	

Opt-Out Of 48 Hour Working Week Agreement
<p>The Working Time regulations 1998 provide that the Temporary Worker shall not work in excess of the Working Week unless he agrees in writing that this limit should not apply.</p> <p>For clarification the "Working Week" means an average of 48 hours each week calculated over a 17 week reference period.</p> <ul style="list-style-type: none"> <li>The Temporary Worker hereby agrees that the working week limit shall not apply.</li> <li>The Temporary Worker may end this Agreement by giving not less than three months' notice in writing.</li> <li>For the avoidance of doubt, any notice bringing this Agreement to an end shall not be construed as notice of termination by the Temporary Worker.</li> <li>Upon the expiry of the notice period set out in clause 1 the Working Week limit shall apply with immediate effect.</li> <li>These Terms are governed by the law of England &amp; Wales and are subject to the exclusive jurisdiction of the Courts of England &amp; Wales.</li> </ul> <p>Please tick this box if you <b>do not</b> wish to work over 48 hours per week should our client require <input type="checkbox"/></p>

The following questions are asked in order to find out your needs in terms of reasonable adjustments you may require to access our recruitment service

Medical History	
Do you have any health issues or a disability relevant to the position or role you seek?	
If yes, please specify:	
If you have a disability, what are your needs in terms of reasonable adjustments to enable you to perform the role sought?	
If you have a disability, what are your needs in terms of reasonable adjustments in order to access this recruitment service and to attend interview, or to take aptitude tests etc?	
Please indicate if any of the following apply or have applied to you in the past. Please give details below where appropriate.	
Circulatory problems such as varicose veins, phlebitis, thrombosis	
Heart problems such as angina, high blood pressure, heart attack	
Chest problems such as asthma	
Diabetes	
Allergies	
Epilepsy or fainting attacks	
Skin disorders	
Recent operation or fracture	
Any current medication	
Back trouble, arthritis, rheumatism	
Injury to bones, joints, tendons, including wrist tendons	
Industrial injury e.g. Noise Induced Hearing Loss, RSI, Occupational Stress etc.	
Have you worked in an industry with high noise or vibration levels	
Would you be happy to participate in a drug and alcohol test, if required	
Any other significant health problems (eyes, hearing, numbness to fingers, skin)	

Payroll Confirmation	
Please complete the relevant section relative to the method through which you will be getting paid	
If PAYE please complete the following	
Bank Account Holders Name:	
Bank Name	
Account Holding Branch Address	
Account number	<input type="text"/>
Sort Code	<input type="text"/>
If you have your own Limited Company please complete the following	
Company Name	
Companies House Registration Number	
Bank Account Name	
Account Holding Branch Address	
Account Number	<input type="text"/>
Sort Code	<input type="text"/>
You must also provide:	
<ul style="list-style-type: none"> <li>• Certificate of incorporation</li> <li>• Proof of Public Liability Insurance</li> </ul>	
If you wish to be paid through a UTR/CIS number	
Details of your chosen Managed Services payroll company. <i>(if you haven't arranged one of these Staff One may recommend a tried and trusted partner)</i>	

## Criminal Conviction Declaration

### Rehabilitation of Offenders Act 1974

The provisions of the Rehabilitation of Offenders Act 1974 make it unlawful for employers, or prospective employers, to take into account offences in relation to which the person concerned is deemed to be rehabilitated. However under the terms of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, applicants for certain posts are not entitled to withhold information on a criminal conviction on the grounds that it is "spent" or forgotten under the Rehabilitation of Offenders Act 1974.

Once completed this form will be held by us. The form will be treated as confidential and will be stored along with all records pertaining to your employment under the strictest of security and be accessible only to authorised persons. Unless necessary under the Rehabilitation of Offenders Act 1974, the below information will not be shared with any other party.

### SECTION A - CONVICTION DETAILS

If you have a conviction that is not yet spent or cannot be spent in terms of the above Act, or if you have a court appearance pending, please supply details below.

Date	Court	Details of Offence	Sentence

### SECTION B - DECLARATION

By signing the final page of this application form you are hereby confirming that:

- You have read the advisory note overleaf
- You have not withheld any information which may affect your application for employment
- You understand that where appropriate, the information above will be verified by Disclosure Scotland
- You understand that false omissions may lead to your application not being successful and if already appointed may subsequently lead to dismissal

For further information about your responsibility to confirm the above information or for support on completing this information correctly, please contact a member of the team at Staff One.

## Declaration

**I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to clients. I consent to references being passed on to potential employers.**

**I confirm I have read and understood all of the preceding information within this application pack. I confirm that all information that I have supplied is accurate, correct and up-to-date.**

**Signed by Candidate:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Terms of application

1. **Equal Opportunities;** Staff One Ltd is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy. Staff One shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Staff One Ltd will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.
2. **Personal payment details;** it is essential that any information you have provided us with on this form are accurate and up-to-date. Upon being offered employment with us, we will rely on this information being correct. Failure to provide us with legitimate payment information will inhibit our ability to process payroll for you. At all times it is your responsibility to ensure this information is correct and any changes to the method or account to which we pay you must be made by written request. A change of banking details for any worker being paid through PAYE systems may be requested from any given Staff One Branch. Payment information must be provided to us 7 days ahead of your given pay-date.
3. **Health and Safety;** Please note that you will be working under the direction, supervision, control and Health and Safety Policy of the Client and that you are primarily responsible for your own Health and Safety. Under these terms you must only undertake the tasks associated with your job title and you must not undertake any tasks for which you have not been trained or is beyond your capabilities. If you are asked to undertake any task for which you are not trained, is beyond your capabilities or if you consider that there are any uncontrolled risks that will affect your Health and Safety, you must immediately contact your Staff One office who will contact the Client's representative.
4. **Data Protection;** The information that you provide on this form and on any CV given will be used by Staff One to provide you 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.
  - 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 or detect crime, to protect public funds, or in any other way permitted or required by law