

Candidate Application Form
PLEASE COMPLETE FORM IN BLOCK CAPITALS

Date: **Permanent / Temporary / Full Time / Part Time**

Title: **Name:** **Surname:** **Initials:**

Personal Details

Address: Tel (Home)
Tel (Mobile)
Tel (Work)

Postcode: Email:

Do you have a current driving licence: **Yes / No** Do you have your own transport: **Yes / No**

Nationality: Languages:

Position required

Are you a student: **Yes / No**

State Hours Preferred Current salary Salary expectation

Any Additional Requirements

Employment History

| Employer | Job title | Dates | Reason for leaving |
|---------------------------------------------------------------|-----------|-------|--------------------|
| Please state current position first and work backwards | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

Educational Background

GCSE (C or above) or Equivalent:

A levels:

Degree:

Other Qualifications:

Computing Knowledge

References

Your current employer will not be contacted without your express permission.

Temporary assignments: Prior to any placement we will need to obtain satisfactory references from your recent employers. Please provide details of a minimum of two recent referees we may approach.

Permanent positions: References help us to find you suitable employment. Please list employers that we may contact during our search.

Should we experience delays in verifying your employment history, please make yourself available to help. The absence of suitable or accurate references could hinder your chances of finding a suitable temporary assignment quickly.

Current Employer

Permission to Contact

Yes / No

Company:

Contact Name:

Email:

Tel Number:

Date employed: from to

Previous Employer

Company:

Contact Name:

Email:

Tel Number:

Date employed: from to

Previous Employer

Company:

Contact Name:

Email:

Tel Number:

Date employed: from to

Health and Disability

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job or position sought.

- 1.1. Do you have any health issues or a disability relevant which may make it difficult for you to carry out functions which are essential for the role you seek: **Yes / No**

If yes, please specify

- 1.2. 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 specify

Criminal Convictions

If you wish to be put forward for/if any role is identified which may be suitable for you but which is exempt from the Rehabilitation of Offenders Act 1974, meaning that you are required to disclose **spent** convictions, we will ask you to complete an additional criminal disclosure form. You are not required to complete the additional form if you do not wish to be put forward for this type of work.

Permission to work in the UK

Do you require a valid work permit: **Yes / No**

Data Protection Statement

Seekers Staff Bureau Ltd provides work-finding services to its clients and work-seekers. We must process personal data (including sensitive personal data) so that we can provide these services – in doing so, we act as a data controller. This is why we have asked for your personal data on this form. When we process your personal data we must do so in accordance with data protection laws. Those laws require us to give you a Privacy Statement to explain how we manage your personal data. Please see the Privacy Statement which we will give to you separately.

Equal Opportunities Policy

Seekers Staff Bureau 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 gender, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, 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.

Seekers Staff Bureau Ltd 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. Seekers Staff Bureau 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.

Have you been DBS checked **Yes / No** Date

Have you signed GDPR **Yes / No** Date

Candidate 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 onto potential employers.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Seekers Staff Bureau Ltd will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

Signed by candidate/Temporary Worker

Print Name

Date