

CANDIDATE REGISTRATION FORM



ElizabethMichael
Engaging people since 1991

No.....

Date.....

Equal Opportunities Statement: Elizabeth Michael 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 all aspects of recruitment to avoid discrimination. Our policy (Managing equality of opportunity and promoting diversity) is available on our website www.elizabethmichael.co.uk

Positions Required (Job Titles).....

Minimum Salary / Hourly Rate.....

Preferred Location(s).....

Preferred Work Type

Permanent Full Time Permanent Part Time Temporary Full Time Temporary Part Time

Currently in Employment Yes No Notice Period.....

Availability for Interview / Temporary Assignment.....

Have you ever had a Criminal Records Bureau (CRB) check? Yes No

If yes, please give details Standard Enhanced Date of issue.....

Do you have a Full Driving Licence? Yes No

Do you have use of a vehicle for work? Yes No

Education Level... GCSE 'A' Level Degree Post Graduate

Personal Details

Surname..... Forenames..... Title.....

Address.....

..... Postcode.....

Email Address/s.....

Email payslips to this address if provided with a temporary assignment Yes No

Home Telephone..... Work Telephone..... Mobile.....

Does your mobile receive emails Yes No

National Insurance Number.....

Do you have immigration permission to work in the U.K.? Yes No

In strict adherence with the Home Office guidance relative to the prevention of illegal employment within the U.K., Elizabeth Michael will need to view, verify and take a copy of your original Passport or Full Birth Certificate plus proof of your National Insurance Number on an official document from the Inland Revenue e.g. N.I. Card, P45 (please note that photocopies cannot be accepted) as evidence of your right to work in the U.K.

Certain types of employment and professions are exempt from the Rehabilitation and Offenders Act 1974 and in those cases particularly where employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest confidence and only be taken into account where, in the reasonable opinion of Elizabeth Michael, the offence is relevant to the post to which you are applying. Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later becomes evident.

Do you have any unspent criminal convictions? Yes No

If yes, please provide dates and details.....

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ACCOUNTS SOFTWARE	Version	Input	Trial Balance	Final Accounts	Payroll	Sales Ledger	Purchase Ledger	Nominal
	Access							
	Sage							
	Pegasus							
Other								

DESKTOP PUBLISHING	Basic	Intermediate	Advanced
Publisher			
Photoshop			
Powerpoint			
InDesign			

DATABASE	Basic	Intermediate	Advanced
Access			
SAP			
SIMS			
Other			

HEALTH & DISABILITY

The following questions on Health & 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. Do you have any health issues or a disability relevant which will make it difficult for you to carry out functions which are essential to the role you seek? Yes No

If yes, please specify.....

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?

Please specify.....

Please note that Elizabeth Michael is legally prohibited from charging a fee for the provision of job seeking services to any candidate.

Elizabeth Michael operates as an Employment Agency with regard to services provided to candidates seeking permanent employment and temporary assignments.

The candidate confirms that the type of work sought has been specified within the Candidate Registration Form. Candidates who seek Temporary/Assignment/Interim work shall on completion of the registration process also be required to agree a separate contract with Elizabeth Michael.

It is important to note that Elizabeth Michael are bound to pay temporary workers following the completion of a temporary assignment, whether or not Elizabeth Michael receives payment from a client. No other terms pertain to candidates seeking permanent employment. Elizabeth Michael will process the information which you provide during your registration and subsequent assignments, including any photographs you provide and any information about and from the third parties.

The personal data is used for administration, accounts and records, and may also be used for marketing, monitoring and reference purposes.

Our Information Security and Data Protection Policy is available on our website www.elizabethmichael.co.uk

Are there any businesses or organisations that you would NOT wish your details to be either discussed with or sent to? Please Detail

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Personal data may be disclosed to Elizabeth Michael's current and prospective clients and, where this is sensitive data, by signing below you give Elizabeth Michael express consent to process such data on your behalf for the purposes defined.

I acknowledge the above and confirm and declare that all the information and data given on this Candidate Registration Form is entirely accurate, true and correct.

Candidates Signature.....

Name..... Date.....

