

<b>category:</b>					
name _____		current job title		today's date	
surname _____		current salary / hourly rate £		required salary / hourly rate £	
address _____ _____ _____		contact details		what type of work are you looking for?	
postcode _____		work		permanent	
nearest station _____		mobile		temporary	
		home		contract	
		email		part-time	
notice period:		holidays planned:		how did you hear of handle recruitment:	
<b>permission to work in the uk:</b>					
nationality _____					
do you have immigration permission to work in the uk?    yes / no    visa type: _____ visa expiry _____					
<b>two-year working holiday visa</b>					
I acknowledge that if my two-year holiday visa was granted on or after the 8th february 2005 that I can only work for a maximum of 52 weeks. I confirm that I have worked for _____ weeks to date.					
educational background			number of gcse's / or equivalent:		
a levels or equivalent					
subject	grade		subject	grade	
subject	grade		subject	grade	
degree / university or equivalent:			dates attended		
subject			classification		
professional qualifications (if applicable):					
qualification	stage		date admitted		first time pass yes / no
qualification	stage		date admitted		first time pass yes / no
qualification	stage		date admitted		first time pass yes / no
languages spoken other than english in proficiency e.g. conversational / fluent:					
<b>consultant name</b>					

**employment background (please complete with most recent relevant job first)**

company name:			type of business:			
company address:			size of company/turnover:			
job title:	start date:	finish date:	salary:	benefits:		
report to:	position:			tel no:		
systems used:			no of staff in dept:		staff reporting to you:	
reason for leaving:						
reference:	position:		tel no:		email:	

**office use only**

company name:			type of business:			
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**office use only**

**job search**

describe your ideal role?

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what are your key strengths?

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what do you feel are your areas for development?

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hobbies/interests:

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please list your top 4 internet jobsites:

1.	2.
3.	4.

other agencies registered with:

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recent or ongoing interviews:

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**office use only**

**candidates please sign legal declaration overleaf**

### 1. data protection statement

the information that you provide on this form and on any cv given will be used by handle recruitment 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 present or detect crime, to protect public funds, or in other way permitted or required by law.

### 2. health & disability

the following questions on the 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.

do you have any health issues or a disability relevant to the position or role you seek? yes / no

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 / access this recruitment service / attend interviews or take aptitude tests?

if yes please specify \_\_\_\_\_

### 3. criminal convictions

do you have any unspent\* criminal convictions? yes/no if yes, state convictions and dates .....

\*certain types of employment and professions are exempt from the rehabilitation of offenders act 1974 and in those cases particularly where the employment is sought in relation positions involving working with children or vulnerable adults, details for all convictions must be given. the information given will be treated in the strictest of confidence and only taken into account where, in reasonable opinion of Handle Recruitment, 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 comes to light.**

### 4. applicant confidentiality statement

1. I hereby confirm that the information given on this application form and c.v. is to the best of my knowledge complete and accurate.
2. I consent to my personal data and cv being forwarded to clients.
3. I consent to handle recruitment taking up such references as it considers necessary from past employers without prior authorisation. I consent to references being passed onto potential employers.
4. I acknowledge that all information of whatever nature relating to handle recruitment is strictly confidential and I hereby undertake not to disclose such information to any third party or otherwise allow the same to come into possession of any any third party.
5. If, during the course of a temporary assignment, the client wishes to employ me direct, I acknowledge that handle recruitment 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).
6. I understand that I will be paid my remuneration upon production of a completed timesheet, signed by and authorised representative of handle recruitment's client.

signed: \_\_\_\_\_ date: \_\_\_\_\_