

## Registration Form

### Contact details:

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Nearest station: \_\_\_\_\_

Today's date: \_\_\_\_\_

Home Tel: \_\_\_\_\_

Work Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Current job title: \_\_\_\_\_

Current salary / hourly rate £: \_\_\_\_\_

Required salary / hourly rate £: \_\_\_\_\_

### What type of work are you looking for?

permanent    temporary    contract    part-time

Holidays planned: \_\_\_\_\_

Notice period: \_\_\_\_\_

How did you hear of handle?: \_\_\_\_\_

### 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 other than English - indicate level conversational or fluent:

\_\_\_\_\_

### Please list your top 4 internet jobsites:

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

### Other agencies registered with:

\_\_\_\_\_

\_\_\_\_\_

### Recent or ongoing interviews:

\_\_\_\_\_

\_\_\_\_\_

Consultant name: \_\_\_\_\_

Job category: \_\_\_\_\_

## Permission to work in the UK

Do you have immigration permission to work in the UK?

Yes  No

In line with UKBA guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK if you are to be engaged by Handle Recruitment for temporary work.

## Criminal Convictions

Do you have any unspent\* criminal convictions?

Yes  No

If yes, state convictions and dates

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\*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 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 of confidence and only taken into account where, in the 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.**

## 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.

Do you have any health issues or a disability 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

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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:

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## 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 prevent or detect crime, to protect public funds, or in other way permitted or required by law.

## 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 directly, 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).

I acknowledge that all information of whatever nature relating to Handle Recruitment and its clients is strictly confidential and I hereby undertake not to disclose such information to any third party or allow the same to come into possession of any third party.

## Signed by candidate

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Name: \_\_\_\_\_

Date: \_\_\_\_\_