

# Private & Confidential Registration Form

## Personal Information

Surname \_\_\_\_\_ First Names \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Post Code \_\_\_\_\_

Home Number \_\_\_\_\_ Work Number \_\_\_\_\_

Mobile Number \_\_\_\_\_ Email Address \_\_\_\_\_

Nationality \_\_\_\_\_ Entitlement to Work in UK  Yes  No Type \_\_\_\_\_

Transport Available To You  Car  Public Transport Other Languages Spoken \_\_\_\_\_

Work Sought  Permanent  Temporary Notice Period \_\_\_\_\_ Available To Start Work \_\_\_\_\_

Current Salary \_\_\_\_\_ Expected Salary \_\_\_\_\_ National Insurance Number \_\_\_\_\_

Types of Positions Sought \_\_\_\_\_

How Did You Hear About Us? \_\_\_\_\_ Are You Registered With Other Recruitment Companies?  Yes  No

If Yes Please List Other Companies \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship To Emergency Contact \_\_\_\_\_

Home Number \_\_\_\_\_ Work Number \_\_\_\_\_

Mobile Number \_\_\_\_\_ Email Address \_\_\_\_\_

## Professional Qualifications

Dates (From & To)	Professional Body	Professional Qualification	Result / Award
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Secondary / Higher Education

Dates (From & To)	College / School / University	Qualifications Obtained	Result / Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Unspent Criminal Convictions

Do you have any convictions for criminal offences (excluding minor traffic offences), whether or not in the UK, which have not expired (or "spent" as defined in the Rehabilitation of Offenders Act 1974) or are you currently engaged in or subject to, any criminal proceedings?

Yes  No

If so, please give details below.

\*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 Edward Mann Limited, 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.**

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## References

Name of Referee \_\_\_\_\_ Company \_\_\_\_\_ Job Title \_\_\_\_\_

Relationship to Referee \_\_\_\_\_ Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Post Code \_\_\_\_\_

Work Number (Direct Dial) \_\_\_\_\_ Email Address \_\_\_\_\_

Mobile Number \_\_\_\_\_ Can We Contact This Person Now  Yes  No \_\_\_\_\_

Name of Referee \_\_\_\_\_ Company \_\_\_\_\_ Job Title \_\_\_\_\_

Relationship to Referee \_\_\_\_\_ Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Post Code \_\_\_\_\_

Work Number (Direct Dial) \_\_\_\_\_ Email Address \_\_\_\_\_

Mobile Number \_\_\_\_\_ Can We Contact This Person Now  Yes  No \_\_\_\_\_

Name of Referee \_\_\_\_\_ Company \_\_\_\_\_ Job Title \_\_\_\_\_

Relationship to Referee \_\_\_\_\_ Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Post Code \_\_\_\_\_

Work Number (Direct Dial) \_\_\_\_\_ Email Address \_\_\_\_\_

Mobile Number \_\_\_\_\_ Can We Contact This Person Now  Yes  No \_\_\_\_\_

## Health & 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

(Please delete clearly as appropriate)

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 \_\_\_\_\_

## Candidate Agreement & Declaration

1. Edward Mann Limited are to provide you permanent recruitment services and we will act as an agency as defined under the Employment Agencies Act 1973.
2. You authorise Edward Mann to seek work on your behalf.
3. You informed us that you wish us to seek employment within the field of \_\_\_\_\_

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 Edward Mann limited 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**

**Date**