



Change[™]
Recruitment Services

Guiding you in the
right direction



Candidate **Registration Form**

Name: _____

Date: _____

Registration No. _____

Name and Address

Mr/ Mrs / Miss / Ms	Forename	Surname
Maiden Name	Other Names	
Address		
Town / County	Post Code	
Limited Company Name		

Contact Details

Tel (Home)	Tel (Work)
Mobile	Email
Emergency Contact Name	Emergency Contact No

Personal Details

Date of Birth	Full Driving Licence <input type="checkbox"/> Yes <input type="checkbox"/> No	Car <input type="checkbox"/> Yes <input type="checkbox"/> No
How did you hear about us?		
Criminal Convictions		
Do you have any unspent* criminal convictions? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, state convictions and dates		
<p>*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and those case 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 of confidence and only taken in account where, in the reasonable opinion of Change Recruitment Services Limited, the offence is relevant to the post to which you are applying.</p> <p>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.</p>		
Are you facing any criminal prosecutions? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please specify		
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 relevant to the position or role you seek? <input type="checkbox"/> Yes <input type="checkbox"/> 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?		
Please specify		
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		
Have you ever been declared bankrupt? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Nationality / Visa Information

Do you have immigration permission to work in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No	
In line with Home Office guidance on the prevention of illegal working we will need you to verify and take a copy of your original ID documentation as evidence of your right to work in the UK.	
Nationality	NI Number
Passport Number	Visa Type

Qualifications / Professional Memberships

Qualification e.g. GCSE	Subject Description	Grade / Rank	Dates & Place of Study

Skills / Software / Languages *Please specify*

Skills
Software
Languages

Position Required

Position Required
Preferred Locations
Contract Type <input type="checkbox"/> Temp <input type="checkbox"/> Perm
Notice Period Relocation <input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum Salary Per hour Per annum
Date T&Cs signed
Have you registered with any other companies or recently applied for any jobs? Please specify:

References *Please give details of two referees, which should be your last two employers*

Contact Name	Contact Name
Position	Position
Company Name	Company Name
Address	Address
Dates employed	Dates employed
Position held	Position held
Tel No	Tel No
Email	Email
Office use: References checked by	Date

Notes (Office Use)

Equal Opportunities Statement

Change Recruitment Services Limited 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 sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national original, religion, 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.

Change Recruitment Services Limited 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 Change Recruitment Services Limited will ensure that each candidate's merits, qualifications and ability to perform the relevant duties required by the particular vacancy.

Age Discrimination 2006

The date of birth information on this application form is used for monitoring purposes only and does not form part of the information used in order to select a candidate either for introduction, interview or employment.

Data Protection Statement

The information that you provide on this form and on any CV given will be used by Change Recruitment Services Limited 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 use.

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.

Candidate Declaration

I hereby confirm that the information given is true correct 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 Change Recruitment Services 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 by Candidate _____

Name _____ Date _____