



Confidential Candidate Registration Form

We are committed to a policy of equal opportunities for all work-seekers and shall adhere to such policy at all times and review on an ongoing basis 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 origin, religion, political beliefs, pregnancy, gender re-assignment or membership or non-membership of a trade union and we place an obligation upon all staff to respect and act in accordance with this policy. We shall not discriminate unlawfully when deciding which candidate/ temporary worker is submitted for a job or assignment, or in any terms of employment or terms of engagement for temporary workers. We will ensure that each candidate is assessed only in accordance with the candidate's merits, qualifications and ability to perform the relevant duties required by a particular vacancy

General Details

Title:	First Name:	Last Name:	Date of Birth: (if under 22yrs of age)
Home Tel:	Mobile Tel:	Email:	
Address:		Postcode:	
Do you have a valid UK driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have full use of a vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Profile Details

Job type/s:	Preferred Work Location:	
Temporary Position <input type="checkbox"/> Permanent Position <input type="checkbox"/> AND Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		
Current Employer:	Current Salary:	Job Title/Position:
Current Notice Period:	Salary Expectations:	

Permission to work & ID

Do you have immigration permission to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, which is applicable (tick as appropriate)	1. British or EU citizen	<input type="checkbox"/>
	2. Visa entry clearance giving right to work	<input type="checkbox"/>
	3. Work Permit issued to current employer	<input type="checkbox"/>
National Insurance No:	(If applicable) Work permit valid until:	
Do you have any criminal convictions including any unspent?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, state convictions and dates:		

(NB 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 of 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 Genesis Personnel 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).

Health

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 which may make it difficult for you to carry out functions which are essential for the role you seek?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, 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?		

Emergency Contact

Name:

Relationship:

Home Tel:

Mobile Tel:

Email:

Address:

Other Info

Are you registered with any other agencies?

Yes

No

If yes, please give details:

Have you recently had, or do you have any other interviews already organised?

Yes

No

If yes please give details:

Referees

Obtaining full references for all of our workers is vital to Genesis Personnel and our clients. It is a crucial part of our selection procedure, which allows us to guarantee that our staff can work to high standards.

Reference 1

Name _____

Tel No _____

Email _____

Reference 2

Name _____

Tel No _____

Email _____

Please tick the box to confirm you are happy for us to contact the above references

Candidate Declaration

I hereby confirm that the information given is true and correct; I consent to:

- my personal data being included on a computerised database and to its use in order to secure me employment/temporary assignments/contracts;
- my CV and other personal data being transferred to clients via electronic mail and I understand the risk of my CV being unintentionally altered during this process;
- references being passed onto potential employers;
- the checking of information collected with third parties or with other information held by Genesis Personnel Limited and
- Genesis Personnel Limited passing information to certain third parties to present or detect crime, to protect public funds or in any other way permitted or required by law.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Genesis Personnel 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:

OFFICE USE ONLY

- ID DOCUMENTS, IMMIGRATION STATUS CONFIRMED AND COPIES OF APPROPRIATE DOCUMENTS FILED
- QUALIFICATION CERTIFICATES VERIFIED, COPIED AND FILED
- CV PROVIDED, AND DETAILS ENTERED ON DATABASE
- CANDIDATE ADDED TO CANDIDATE REGISTER SPREADSHEET ADDED TO AVAILABILITY LIST

CONSULTANT

DATE