



## REGISTRATION/APPLICATION FORM

Mr/Mrs/Miss/Ms	Type of Work Applied for:
Full Name:	Are you currently employed?
Address in the UK:	Address (Country of Origin):
	Boots size: <span style="float: right;">Overall size:</span>
Home/Mobile Telephone Number:	Email Address:
Date of Birth:	Marital Status:
Nationality:	Type of Identification:
National Insurance Number:	Date From When You Are Available to Work:
Driving Licence:      Category: Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have own transport to work: Yes <input type="checkbox"/> No <input type="checkbox"/>	Any other certificates? Please give details.

### Education/Qualifications

DATES: (from/to)	QUALIFICATIONS: (Including subject and grades)	SCHOOL/COLLEGE/ UNIVERSITY



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## **Present/Previous Employment**

Minimum employment history of 5 years must be completed before an assignment is offered.  
 (Including into the periods of unemployment, education, maternity leave, etc.).

Agency/Employment Business Details if working through Agency	Name & Address of Company or Hirer	Date from:	Date to:	Job Title/Role & Duties	Salary/ pay rate per hour	Reason for leaving



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## References

Please name two referees, one which must be your present or last employer. Please note that all job offers are subject to the company receiving satisfactory references. If you do not wish us to contact a particular referee or the contact with them may be date or time sensitive please detail in the box below.

<b>Name:</b>		
<b>Position:</b>		
<b>Company:</b>		
<b>Address:</b>		
<b>Fax Number:</b>		
<b>Telephone Number:</b>		
<b>Date when can contact referee from:</b>		

## Health

Are you currently receiving any medical treatment? Yes  No

Have you any medical reasons or any disabilities which prevent you from carrying out any specific type of work? Yes  No

If yes, please give details:

How many days absence from work have you had due to illness or injury in the last year? -

## Criminal Record

We are asking you to complete this form in relation to job roles which are not exempt from the Rehabilitation of Offenders Act 1974. For this reason **you are only required to disclose information about unspent convictions**. You are not required to disclose spent convictions on this form. Additionally, **you are not required to declare any information about 'protected' offences** – (offences to which the filtering rules apply). If you wish to be put forward for/if any role is identified which may be suitable for you but which is exempt from the Rehabilitation of Offenders Act 1974, meaning that you are required to disclose **spent** convictions, we will ask you to complete an additional criminal disclosure form. You are not required complete that additional form if you do not wish to be put forward for that type of work.

Do you have any unspent criminal convictions? Yes  No

If yes, please provide the offence dates, dates of conviction/caution, offence types and sentences below.

If you have declared any convictions you are welcome to provide us with any additional information that you think may be relevant and which will help us to determine your suitability to be put forward for roles with our clients. We will seek to put forward/supply the best possible candidates to our clients. Having a criminal conviction will not necessarily exclude you from the process. The information given will be treated in the strictest of confidence and only taken into account where, in our reasonable opinion, 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 if the offence is not declared but later comes to light. If you are working in an assignment with a client at the time that we are made aware of a conviction that have not disclosed to us, we may be legally required to inform our client of that information and your assignment may be terminated.



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### Interests/Hobbies

### Further Information

Do you have any specific skills or experience, not already mentioned, that would enhance your application for employment?

Has anyone in a position of power over you ever abused this position for personal gain, e.g. asked for a lump sum 'backhanders', sexual or other favours in return for permanent work, overtime or to get transferred from temp to perm?

YES

NO

### Next of kin details

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

Relationship: \_\_\_\_\_

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

Tel No: \_\_\_\_\_

### Data Protection Statement

Top-Flight Personnel Services Ltd provides work-finding services to its clients and work-seekers. We must process personal data (including sensitive personal data) so that we can provide these services – in doing so, we act as a data controller. This is why we have asked for your personal data on this form. When we process your personal data we must do so in accordance with data protection laws. Those laws require us to give you a Privacy Notice to explain how we manage your personal data. Please see the Privacy Statement which we will give to you separately.

### Declaration:

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that deliberate omissions or false information may lead to the termination of any employment undertaken.

I consent for Top-Flight Personnel Services Ltd to pass on this information and any associated documentation regarding employment searching to any third party engaged, or potentially engaged, in services with Top-Flight Personnel Services Ltd. Additionally I authorise Top-Flight Personnel Services Ltd. to take references on my behalf.

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_



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