



## Candidate Registration & Declaration

Please read the following paragraphs and complete where appropriate.

### Equal Opportunities

Wills Consultants 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 sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, 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. Wills Consultants 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. Wills Consultants will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

### Criminal Convictions

Do you have any unspent\* criminal convictions?

**Yes**  **No**  **If yes, state convictions and dates**.....

\*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 considered where 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.**

### Permission to work in the UK

Are you a UK citizen or do you have immigration permission to work in the UK? **Yes**  **No**  If yes, please state your **National Insurance number**.....

In line with 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 Wills Consultants for temporary work

### Financial Information

Have you ever been declared bankrupt or had civil proceedings taken against you by creditors?

**Yes**  **No**

If yes, please give full details, including County Court Judgments and Individual Voluntary Arrangements (IVA).



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### Professional Qualifications

If you are fully or part professionally qualified, please confirm the following:

Professional Body .....

Membership Number .....

Stage of Qualification or Year Qualified .....

(I consent for my professional body to confirm my membership authenticity and status)

### Health and Disability

The following questions on health and disability are asked to understand your needs in terms of reasonable adjustments to access our recruitment service and to find out your needs 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**  **No**  **If yes, please specify** .....

If you have a disability, what are your needs in terms of reasonable adjustments to access this recruitment service and to attend an interview or to take aptitude tests etc?

Please specify .....

### Data Protection Statement

The information that you provide on this form and on any CV given will be used by Wills Consultants to provide you work finding services. In providing this service to you, you consent to your personal data being included in a computerised database and consent to us transferring your personal details to our clients. Furthermore, you consent to receiving our newsletter and job specific email updates.

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.

### Employment Sought

Please confirm whether you wish Wills Consultants to seek suitable **permanent** positions (in which case Wills Consultants will be acting as **employment agency**)

**Yes**  **No**

Please confirm whether you wish Wills Consultants to seek suitable **temporary** positions (in which case Wills Consultants will be acting as **employment business**)

**Yes**  **No**



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#### Referees

Please provide two work related references or details of referees below.

<b>Name</b> Referee 1		<b>Name</b> Referee 2	
<b>Relationship</b>		<b>Relationship</b>	
<b>Telephone No.</b>		<b>Telephone No.</b>	
<b>Email Address</b>		<b>Email Address</b>	

#### Candidate Declaration

I hereby confirm that the information given is true and correct. I consent to my personal data being used as set out in the above data protection statement. I consent to references being passed onto potential employers. I consent for my professional body (if relevant) to confirm my membership authenticity and status.

If, during a temporary assignment, the Client wishes to employ me directly, I acknowledge that Wills Consultants will be entitled either to charge the client an introduction/transfer fee, or to agree on 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).

PLEASE COMPLETE		TO BE COMPLETED BY YOUR CONSULTANT	
<b>Signed by Candidate</b>		Signed by Consultant	
<b>Print Full Name</b>		ID & Eligibility Verified	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Date</b>		Document Type & Reference Number (if not scanned)	

Thank you for selecting Wills Consultants. Should you have any queries, or require any further information on the services we provide, please contact us on 01536 512202