



Recruitment South East Ltd  
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## PRIVATE & CONFIDENTIAL APPLICATION FORM

*please complete all areas highlighted in bold text*

<b>Surname</b>		<b>Title</b>	
<b>Address</b>		<b>First Name</b>	
		<b>Middle Names</b>	
		<b>Tel - Day time</b>	
<b>Post Code</b>		<b>Tel - Home</b>	
<b>Gender *</b>		<b>Tel - Mobile</b>	
<b>Date of Birth **</b>		<b>Email Address</b>	

\* This information is required for the purposes of reporting under the Income Tax (Pay as you Earn) (Amendment No. 2) Regulations 2015 ("ITEPA reporting") and Gender Pay Gap Reporting. \*\* This is to ensure you receive the correct hourly wage in line with the National Living Wage legislation, which came into effect from 1<sup>st</sup> April 2016.

### Equal Opportunities

Recruitment South East 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 gender, 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. Recruitment South East 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. Recruitment South East 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.

### Do you need immigration permission to work in the UK? YES / NO

### Is a Visa Required YES / NO

(please delete/highlight clearly as appropriate)

In line with Home Office 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 Recruitment South East for any temporary work.

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. EG, for roles which require a DBS check. Therefore, if required please answer the following question:

### Do you have any unspent criminal convictions? YES / NO (please delete/highlight clearly as appropriate)

The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of Recruitment South East 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. A separate disclosure form may need to be completed.*

Recruitment South East is committed to supporting diversity in the workplace. 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 / NO (please delete/highlight clearly as appropriate)

*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? *Please specify:*

Do you have any special qualifications / clearances that may help in your search for a job?

CRB/DBS checked		Security Clearance	
Other, eg HGV1 or 2 (please state)			

**PRESENT or LAST EMPLOYMENT**

Name of employer		Current job title	
Address		Date started current post	
		Date commenced with employer	
		Salary/Wage	
		Benefits	
Postcode		Notice required	

*If not on your current CV, briefly describe your present job: its main purpose; who you report to and your responsibilities:-*

Please supply details of two referees who can be approached immediately if looking for Temporary work, or upon job offer if looking for Permanent work (these should be current/previous employers/colleagues & not family):-

Name		Name	
Address		Address	
Postcode		Postcode	
Tel No		Tel No	
Email Address		Email Address	
Their Position		Their Position	
Relationship to you		Relationship to you	

**Data Protection Statement**

This form has been updated to reflect changes in existing data protection legislation with the enforcement of the General Data Protection Regulation (GDPR) on 25 May 2018. Recruitment South East 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, which is available on our website <https://www.recruitmentsoutheast.co.uk/privacy-policy/>

**Candidate / Temporary worker declaration for Temporary Work and/or Permanent Work**

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 Recruitment South East will be entitled to charge the client an introduction/transfer fee, or to agree an extension of the hire period with the Client, (after which I may be employed by the Client without further charge being applicable to the client). Recruitment South East is to provide you permanent services, that is to say, it will act as an agency as defined under the Employment Agencies Act 1973.

**Signed :**

**Date:**

*Please note an electronic copy returned via email will suffice – we do not require a hard copy signature, unless returning via post.*