



Registration Form. To be completed as fully and honestly as possible.

General Information:

Candidate Full Name: Date of Birth:

Address:

Phone number (best number to contact you on):

Email address: Preferred method of contact:

Passport Number: Passport expiry date:

Do you require a work permit to work in the UK:

If yes - please state permit, status and expiry:

Nationality

Employment information

What type of role are you seeking?
I.e. insurance based, outdoors, working with the public etc..

Have you attended any interviews recently, if so where, what was the outcome and were they arranged via another agency or directly?

Do you have any holiday currently booked? Yes No

If so, what dates will you be unavailable?

What is your current salary?

What are your salary expectations for your next role?

Would you be willing to relocate or commute for the right role?

Are you currently employed? Yes No

If so, what is your notice period?

What is your reason for leaving/wanting to leave your previous role?



Emergency Contact Details

Please provide the contact details for somebody for us to contact in case of emergency:

Name

Relationship to you

Address

Daytime telephone number

Email address

Regulatory questions/statements

Equal opportunities statement

Gillies Recruitment Ltd is committed to a policy of equal opportunities for all work seekers and will at all times adhere to such a policy 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.

Gillies Recruitment Ltd will not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment. Gillies Recruitment Ltd will ensure that each candidate is assessed only in accordance with their merits, qualification and ability to perform the relevant duties required by the particular vacancy.

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.

1.1. Do you have any health issues or a disability which may make it difficult for you to carry out functions which are essential for the role you seek? Yes/No

(please delete clearly as appropriate)

If yes, please specify



1.2. 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

Criminal Convictions

Unspent criminal convictions? Yes/No

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 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 into account where, in the reasonable opinion of Gillies Recruitment Ltd, 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).

Data Protection Statement

IMPORTANT:

From May 2018, the Data Protection Act is bringing about changes to the way that information should be stored and processed. Please therefore indicate whether you are happy for Gillies Recruitment to hold, store and process your personal information including CV, this registration form, and your details being held on a computerised database for the purposes of finding you suitable employment.

This registration form and the information on it will never be shared with third parties (unless required by law), it is for Gillies Recruitment compliance and vetting purposes only. Also, your CV is always amended to remove your personal information to protect your privacy.

Please see our Privacy Policy on the next pages to learn how we handle your personal information.

Please indicate the following:

I have read the attached Privacy Policy in full	Yes	No
I am happy for Gillies Recruitment to retain my personal information for the purposes of finding me employment	Yes	No

You are welcome to contact us at any time to request for us to remove your information or for a copy of all information held for you.

****NOTE:** Please see and sign the Declaration page at the back of this document.



Gillies Recruitment Ltd Privacy Policy May 2018

This privacy policy sets out how Gillies Recruitment Ltd uses and protects any information that you provide during the course of us working to find employment on your behalf.

Gillies Recruitment Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with this privacy statement. The security of your personal information is very important to us.

Gillies Recruitment Ltd may update this policy from time to time. If any changes are made to this policy, you will receive an amended copy to ensure that you are happy with any changes. This policy is effective from 1st May 2018.

What we collect

We may collect the following information through your CV and your completion of our registration form:

- Name, job title and career history
- Education details
- Contact information including email address and telephone number
- Demographic information such as your home address,
- Other information as may be necessary for compliance in seeking employment on your behalf, for example, details of your right to work in the UK.

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- To enable us to contact you with positions that may be of interest to you
- We may periodically send emails regarding our services and/or lists of current job openings using the email address which you have provided.
- Internal record keeping.



All information that you provide will be used for the sole purpose of finding you employment. It will not be used for any other purpose and will only be provided to a third party in the unlikely event that it is required by law.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place physical, electronic and managerial procedures to safeguard and secure the information we collect online (if any).

Cookies

We have taken all measures possible to ensure that we do not make use of cookies on our website. This means that we will not record or store your information relating to website activity, browser information or your location, unless this is required in order for the website to function properly. All unnecessary information that is collected in this manner will be deleted.

Controlling your personal information

You may choose at any time for us to destroy your recruitment file and have all of your personal information removed. This will not prevent you from contacting us in the future, although we will then need to request certain information again in order to properly conduct our recruitment services on your behalf.

We will not sell, distribute or lease your personal information to third parties unless you ask us to or if we are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Claire Gillies at 5 Stirling Close, Drayton, NR8 6GY or email claire@gilliesrecruitment.co.uk.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.



Declaration:

I declare that all information provided within this registration form is full and accurate to the best of my knowledge, and I consent to Gillies Recruitment providing recruitment services to me as detailed above.

Signed: Dated:

Print Name:

Electronic signatures are accepted for the purposes of this document.