

At Castle View Personnel, our efficiency in finding you a new position depends on how accurately we can promote your skills to potential employers. Please help us to do just that by spending a few minutes completing this form.

In order for us to begin identifying potential roles for you we request that you provide us with evidence of your eligibility to work in the UK, your identity, qualifications, career history, references and, where applicable, criminal records check and security clearance. This also ensures that the positions we are putting you forward for are suitable given your specific skills and experience. Legally we are required to confirm your identity and ensure that you are eligible to work in the UK.

**All information provided will be treated in the strictest confidence and will be held in accordance with relevant Data Protection legislation. If you have any questions, please call us on 01463 230 200.**

## Personal Details

Surname		Forename(s)	
Previous Names (e.g. maiden name/deed poll change)			
Title: Mr/Mrs/Miss/Ms/Other, please specify			
Address		Date of Birth	
Postcode		Email	
Mobile		Home Tel	
Work Tel, including ext. <small>Discretion assured</small>			
Do you have a current Driving License?		Yes/No	Do you have your own transport?
			Yes/No
Languages Spoken <small>Please indicate fluency</small>			
Current Job Title		Benefits	
Current Salary/Rate			
Are you willing to re-locate?		Yes/No	Notice Period
Are you willing to work overseas?		Yes/No	
<small>If yes, please state preferred locations, status and nationality</small>			

## For internal use only

Consultant	Candidate Registration No.
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## Eligibility to work in the UK

UK Legislation requires all candidates to provide appropriate evidence

By what means are you eligible to work in the UK?

Type of Visa/Work Permit (if applicable)

Expiry Date

NI Number

## Position Sought

Position

Salary/Rate Required

Locations preferred

Hours

## Health & Safety

This information helps to cater for your personal circumstances

Do you have any medical condition or disability, which may require any special facilities or support at work?  
If yes, please give details

Are you prepared to work unsociable hours?

Yes/No

Or at Nights (from 23.00 – 06.00)

Yes/No

Do you hold any first aid qualifications?

Yes/No

In case of an emergency please provide details of someone we may contact

Name

Tel

Address

Mobile

Contact will only be made strictly in an emergency

## Professional Qualifications/Memberships

Including passed finals. All professional qualifications will be verified with the relevant institutes

Qualification title

Stage/Level

Date

Current Status

Registration No

Next Exam Date

## Enhancing your career search

Please list any organisations you would NOT wish us to approach on your behalf

Organisation

Reason

Please list any organisations you would like us to approach on your behalf

Organisation

Reason

Have you registered with any other Recruitment firms?

Yes/No

If yes, please list which ones

## References

Your current employer will not be contacted without your express permission

**Temporary Assignments:** Prior to any placement, we will need to obtain satisfactory references from your recent employers. Please provide details of a minimum of two recent referees we may approach. Where there are any gaps in employment of over one month please provide details of a relevant character reference.

**Permanent Positions:** References help us to find you suitable employment. Please list employers that we may contact during our search. Your current employer will not be contacted without your consent.

Surname	Forename
Title	Position
Initials(s)	
Company	Tel No.
Address	Postcode

Email	Date Employed	From	To
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Surname	Forename
Title	Position
Initials(s)	
Company	Tel No.
Address	Postcode

Email	Date Employed	From	To
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Surname	Forename
Title	Position
Initials(s)	
Company	Tel No.
Address	Postcode

Email	Date Employed	From	To
-------	---------------	------	----

Surname	Forename
Title	Position
Initials(s)	
Company	Tel No.
Address	Postcode

Email	Date Employed	From	To
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## Criminal record and security checks

This information will be used to identify appropriate opportunities for you and NOT as a short listing tool in the recruitment process

Do you hold Disclosure Scotland clearance or an overseas police check carried out within the last 3 years

YES/NO

If yes, please give details

Have you ever been convicted of a criminal offence, which is not spent under the Rehabilitation of Offenders Act 1974?

YES/NO

If yes, please give details

You may be offered the opportunity to work within an environment or establishment where you may come into contact with children or other vulnerable groups, or your profession/occupation may fall within certain expected categories. Where this is likely to apply, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 requires us to ask you for additional information.

A criminal record check from the Criminal Records Bureau may be required where this type of work is sought.

Do you have any previous convictions, whether or not they are 'spent' within the Act, including any cautions, reprimands, final warnings, bind-overs or any convictions from overseas?

YES/NO

If yes, please give details

Do you hold any form of security clearance

YES/NO

Date Granted

Expiry Date

Level of Clearance

Place of work when granted

## Declaration

I confirm that the information provided on this form and within my CV, if applicable, is both truthful and accurate. I have omitted no facts that could affect my future employment. I understand that any engagement entered into is subject to documentary evidence of my right to work in the UK, verification of any professional qualifications and, in the case of temporary assignments, subject to satisfactory references. I expressly consent to any sensitive or personal data, disclosed as part of my application, being used in connection with the search for work, subject to the relevant Data Protection legislation.

I will inform Castle View Personnel immediately of any circumstances that may affect my work, such as changes to health, subsequent pending prosecutions or convictions, which may arise whilst I am registered for permanent or temporary work. I understand that Castle View Personnel has the right to request a Criminal Records Bureau Disclosure where they consider it necessary and that any details from this, or any other police checks provided, may be forwarded to a potential employer.

**Signed**

**Date**

**Print Name**