

**ENROLMENT FORM – EQUATION RECRUITMENT**

Equation Recruitment are 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 sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, 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.

Equation Recruitment 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. Equation Recruitment 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.

**CONTACT DETAILS**

TITLE: MR / MISS / MRS / MS / DR \_\_\_\_\_ FORENAME(S) \_\_\_\_\_

SALUTATION \_\_\_\_\_ SURNAME \_\_\_\_\_

HOUSE NAME/NUMBER \_\_\_\_\_ STREET \_\_\_\_\_

TOWN/CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ POSTCODE \_\_\_\_\_

HOME TEL ( \_\_\_\_\_ ) \_\_\_\_\_ MOBILE \_\_\_\_\_ ARE WE OK TO TEXT YES / NO

EMAIL \_\_\_\_\_

Do you have a driving licence? YES / NO What type of licence do you hold? \_\_\_\_\_

Do you have a clean driving licence? YES / NO If no please specify \_\_\_\_\_

Do you have your own transport? YES / NO Vehicle type Car / Motorcycle / Other (please specify) \_\_\_\_\_

How did you hear about Equation Recruitment? \_\_\_\_\_

**CRIMINAL DISCLOSURE / PERMISSION TO WORK IN THE UK**

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 taken into account where, in the reasonable opinion of Equation Recruitment, 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.

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

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 Equation Recruitment for temporary work. \*\*We ask your nationality to ensure that we have the correct visa(s) and identity details on file.

If you require a visa to work in the UK, what is your visa type? \_\_\_\_\_

What is the expiry date of your visa? \_\_\_\_\_

**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.

**Do you have any health issues or a disability relevant to the position or role you seek? Yes / No (If yes, please specify)**

If you have a disability, what are your needs in terms of reasonable adjustments to enable you to perform the role sought?

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 \_\_\_\_\_

**CONSULTANT SECTION (OFFICE USE ONLY)**

Temporary work? YES / NO Driver YES / NO Own Transport YES / NO FULL TIME / PART TIME  
Hours \_\_\_\_\_ Days \_\_\_\_\_

Work Category \_\_\_\_\_

Min temp rate £ Ideal rate £ Commute distance \_\_\_\_\_ miles ID Type \_\_\_\_\_

Notes \_\_\_\_\_

Enrolled by \_\_\_\_\_ ID Verified  Visa check  Entered  Scanned  Referenced  Active

FORENAME(S) \_\_\_\_\_

SURNAME \_\_\_\_\_

**EMPLOYMENT HISTORY - PLEASE START WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CHRONOLOGICALLY**

COMPANY NAME \_\_\_\_\_

EMPLOYMENT DATES - FROM \_\_\_\_\_ TO \_\_\_\_\_

JOB TITLE \_\_\_\_\_

MANAGER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TEL NUMBER (\_\_\_\_\_) \_\_\_\_\_

ARE WE OK TO CONTACT THIS COMPANY FOR A REFERENCE? **YES / NO**

IF YOU WISH US NOT TO CONTACT THIS EMPLOYER FOR A REFERENCE, PLEASE BRIEFLY EXPLAIN YOUR REASONS? \_\_\_\_\_

WHAT IS YOUR REASON FOR LEAVING? \_\_\_\_\_

IF YOU'RE STILL EMPLOYED, WHAT IS YOUR CURRENT NOTICE PERIOD? \_\_\_\_\_

IF YOU'RE CURRENTLY STILL WORKING HERE, HAVE YOU DISCUSSED YOUR REASONS FOR LEAVING WITH YOUR LINE MANAGER/HUMAN RESOURCES AND TRIED TO RESOLVE THIS? **YES / NO** IF NOT, WHY? \_\_\_\_\_

WAS THIS POSITION AGENCY INTRODUCED? **YES / NO** WHICH AGENCY? \_\_\_\_\_

MAIN DUTIES/RESPONSIBILITIES \_\_\_\_\_

**CONSULTANT NOTES SECTION**

COMPANY NAME \_\_\_\_\_

EMPLOYMENT DATES - FROM \_\_\_\_\_ TO \_\_\_\_\_

JOB TITLE \_\_\_\_\_

MANAGER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TEL NUMBER (\_\_\_\_\_) \_\_\_\_\_

ARE WE OK TO CONTACT THIS COMPANY FOR A REFERENCE? **YES / NO**

WHAT WAS YOUR REASON FOR LEAVING? \_\_\_\_\_

WAS THIS POSITION AGENCY INTRODUCED? **YES / NO** WHICH AGENCY? \_\_\_\_\_

MAIN DUTIES/RESPONSIBILITIES \_\_\_\_\_

**CONSULTANT NOTES SECTION**

COMPANY NAME \_\_\_\_\_

EMPLOYMENT DATES - FROM \_\_\_\_\_ TO \_\_\_\_\_

JOB TITLE \_\_\_\_\_

MANAGER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TEL NUMBER (\_\_\_\_\_) \_\_\_\_\_

ARE WE OK TO CONTACT THIS COMPANY FOR A REFERENCE? **YES / NO**

WHAT WAS YOUR REASON FOR LEAVING? \_\_\_\_\_

WAS THIS POSITION AGENCY INTRODUCED? **YES / NO** WHICH AGENCY? \_\_\_\_\_

MAIN DUTIES/RESPONSIBILITIES \_\_\_\_\_

**CONSULTANT NOTES SECTION**

FORENAME(S) \_\_\_\_\_ SURNAME \_\_\_\_\_

**ADDITIONAL INFORMATION**

**WHAT SORT OF WORK ARE YOU SEEKING?** (DELETE AS APPROPRIATE) **PERMANENT / TEMPORARY / CONTRACT**

**HOW FAR WILL YOU TRAVEL?** \_\_\_\_\_ **MILES**      **HOW WILL YOU GET THERE?** **OWN VEHICLE/PUBLIC TRANSPORT – WALK - CYCLE**

**WHAT WORKING PATTERNS ARE YOU SEEKING?**      **HOURS** \_\_\_\_\_

**DAYS** \_\_\_\_\_      **OTHER INFO** \_\_\_\_\_

**48 HOUR OPT-OUT AGREEMENT**

The Working Time Regulations, 1998 provide that you shall not work on an assignment with the client in excess of the working week unless you agree in writing that this limit should not apply.

I hereby agree that the working week limit shall not apply to my assignments (sign as appropriate) agree \_\_\_\_\_ disagree \_\_\_\_\_

**DATA PROTECTION STATEMENT**

The information that you provide on this form and on any CV given will be used by Equation Recruitment to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients. 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.

**DECLARATION**

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. I consent to my picture being taken and retained on Equation Recruitment Limited's database for internal use only. If, during the course of a temporary assignment, the client wishes to employ me direct, I acknowledge that Equation Recruitment will be entitled either to charge the client an introduction/transfer fee, or to agree 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).

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**CONSULTANT SECTION – OFFICE USE ONLY**

**SKILLS MATRIX**

- |  |  |
|--|--|
| <input type="checkbox"/> ADMIN, SECRETARIAL AND PA         | <input type="checkbox"/> MANUFACTURING, PRODUCTION AND WAREHOUSE |
| <input type="checkbox"/> ACCOUNTANCY AND FINANCE           | <input type="checkbox"/> MARKETING, PR AND PRINT                 |
| <input type="checkbox"/> CUSTOMER SERVICE / CONTACT CENTRE | <input type="checkbox"/> MOTORING AND AUTOMOTIVE                 |
| <input type="checkbox"/> DOMESTIC                          | <input type="checkbox"/> MULTI LINGUAL                           |
| <input type="checkbox"/> FORKLIFT                          | <input type="checkbox"/> RECRUITMENT                             |
| <input type="checkbox"/> GRADUATE                          | <input type="checkbox"/> RETAIL                                  |
| <input type="checkbox"/> HUMAN RESOURCES                   | <input type="checkbox"/> SALES                                   |
| <input type="checkbox"/> HOSPITALITY AND CATERING          | <input type="checkbox"/> SCIENTIFIC                              |
| <input type="checkbox"/> IT AND TELECOMS                   | <input type="checkbox"/> TECHNICAL AND ENGINEERING               |
| <input type="checkbox"/> MANAGEMENT AND EXECUTIVE          |  |

**GENERAL RECRUITMENT NOTES**

**CATEGORY OF WORK REQUIRED** \_\_\_\_\_

\_\_\_\_\_

**PERMANENT SALARY / BENEFITS** \_\_\_\_\_

**TEMPORARY/CONTRACT HOURLY RATE** \_\_\_\_\_

**LOCATIONS OF WORK** \_\_\_\_\_

**OTHER INTERVIEWS IN LAST 6 MONTHS** \_\_\_\_\_

\_\_\_\_\_

**NOTES** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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