



## Joyce Guinness Registration Form

### 1. Equal opportunities

Joyce Guinness 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.

Joyce Guinness 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. Joyce Guinness 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.

### 2. Candidate Details

Personal Details			
Title		First Name	
Middle Names		Surname	
Address Line 1		Home Telephone N°	
Address Line 2		Mobile Telephone N°	
Town		Gender	
County		Email Address	
Postcode		NI N°	
Passport Nationality		Passport N°	
N° of Dependants		Marital Status	
Date of Birth		Visa Expiry	
Native Language		Second Languages	

Education Details			
School / College / Uni		Dates Attended	
Qualifications		Grades	

School / College / Uni		Dates Attended	
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Qualifications		Grades	
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School / College / Uni		Dates Attended	
Qualifications		Grades	

School / College / Uni		Dates Attended	
Qualifications		Grades	

Experience Details													
Typing Speed										Shorthand Speed			
Please answer the following between 1 and 5, with 1 being beginner and 5 being expert. Use 0 if unknown.													
Word		Excel		Power Point		Outlook		Access					
MAC		PC		Audio Typing		Sage, Xero etc.		AutoCAD					
Other software													
Driving License										Access to vehicle			

Employment Details							
Available to Start				Holiday Dates			
Interview Availability				Notice Period			
Are you interested in...		... Temporary Work?		... Work Experience		...Abroad?	
How did you hear about JG? (Secs, Reed, Word of Mouth...)							

Most Recent Employer				Dates			
Address Line 1				Reason for Leaving			
Address Line 2							
Town				Job Title			
County				Salary			
Postcode				Package			





Position & Salary Required			
Have you completed a Prove It online test?		If not, why?	

Reference Details			
Name		Name	
Job Title		Job Title	
Contact Details		Contact Details	

### 3. Criminal Convictions

Do you have any unspent* criminal convictions?		If yes, state convictions and dates below.

\*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 Joyce Guinness, 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.**

### 4. 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 which may make it difficult for you to carry out functions which are essential for the role you seek?	
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.?	

### Data Protection Statement

The information that you provide on this form and on any CV given will be used by Joyce Guinness 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.

**Candidate 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. If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Joyce Guinness 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).

Signed by Candidate	
Date	

**Office Use Only:**

