

- Passport
- References
- Prove it Results



CANDIDATE REGISTRATION FORM

<b>Title:</b>	Mr / Mrs / Miss / Ms / Dr		
<b>Full name</b>			
<b>Full address:</b>			
<b>Work locations considered:</b>			
<b>Contacts:</b>	Home Tel:	Mobile:	
<b>Email:</b>			
<b>Nationality:</b>			
<b>Passport number &amp; NI number</b>			
<b>Work visa details and expiry date:</b>			
<b>Next of kin</b>	Name:	Contact number:	
<b>Driving licence:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Currently Employed?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Current job title:</b>			
<b>Current employer</b>			
<b>Are you applying for?</b>	<input type="checkbox"/> Temporary Work	<input type="checkbox"/> Fixed Term Contract Work	<input type="checkbox"/> Permanent Employment
<b>Description of type of work sought:</b>			
<b>Notice period/ Availability</b>			
<b>Current salary/hourly rate:</b>	£	per annum/per hour*	
<b>bonus &amp; benefits:</b>			
<b>Salary/hourly rate sought:</b>	£	per annum/per hour*	
<b>Other bonuses and benefits sought:</b>			
<b>What online jobsites do you use?</b>			
<b>I.T. packages and Skills (Please specify)</b>			
<b>Where are you currently interviewing?</b>			
<b>What stage are you at?</b>			
<b>Do you have any unspent criminal convictions?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Is there any reason that would prevent you for fulfilling an assignment or any role that you are put forward to via Norma Skemp Recruitment?</b>			
<b>Are you on LinkedIn or Facebook?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Dates of pre-booked holidays:</b>			

Complete the following if seeking temporary work:

'References are required for a minimum of 3 years from former employers (who cannot be relatives). Please complete the following details or attach referee details to this form'.

References will be taken with immediate effect unless stated otherwise.  I Agree  I Disagree

Name of referee:	Mr/Mrs/Miss/Ms/Dr*	
Job title:		
Company name and address:		
Contacts:	Home tel: Work tel:	Mobile: Email:

Name of referee:	Mr/Mrs/Miss/Ms/Dr*	
Job title:		
Company name and address:		
Contacts:	Home tel: Work tel:	Mobile: Email:

Name of referee:	Mr/Mrs/Miss/Ms/Dr*	
Job title:		
Company name and address:		
Contacts:	Home tel: Work tel:	Mobile: Email:

**CANDIDATES ACKNOWLEDGEMENT AND AGREEMENT**

I confirm that the details I have given in this Candidate Registration Form and in my own curriculum vitae or in interviews or conversations with any representative of Norma Skemp or any client of Norma Skemp are true, accurate and complete. In the event that the details supplied change, I undertake to inform Norma Skemp of the changes.

I acknowledge that if I am seeking permanent employment or employment on a fixed term basis, Norma Skemp will be operating as an employment agency within the meaning prescribed by section 13(2) of the Employment Agencies Act 1973 (as amended) ("the Act") and I authorise them to seek work on my behalf within the field of office support.

I acknowledge that if I am seeking temporary work, Norma Skemp will be operating as an employment business within the meaning prescribed by section 13(3) of the Act. In that event, I will be engaged by Norma Skemp pursuant to a contract for services and the specific terms and conditions of such engagement will be notified to me in a separate contract, a copy of which is available from Norma Skemp on request.

I hereby authorise any referee, employer or former employer listed in this Candidate Registration Form to provide such information regarding my qualifications, training and experience as Norma Skemp shall choose to seek. I acknowledge that it is my responsibility to ensure that each such person is aware that I have provided their details to Norma Skemp and that they consent to provide such information as Norma Skemp shall request.

I acknowledge that personal data will have been collected from me by Norma Skemp as defined by the Data Protection Act 1998 and I consent to the retention and processing of such data by Norma Skemp, for the purposes of finding permanent, fixed term or temporary work for me. I confirm that Norma Skemp may disclose my personal data to prospective employers or hirers. I consent to references being passed on to potential employers I confirm that Norma Skemp may retain such data until I advise Norma Skemp that I am no longer seeking employment or engagement opportunities, or in the alternative, until three years from the date of my last contact with Norma Skemp, at which time, my personal data will be destroyed.

Candidate signature:	
Date:	

**FOR INTERNAL USE ONLY:**

*I confirm that I have seen and photocopied evidence of this candidate's legal entitlement to live and work in the UK in accordance with the Asylum and Immigration Act 1996 (e.g. passport) and such photocopy has been attached to this registration form.*

Consultant signature:	
Date:	