

## Candidate Registration Form

### JOB TITLE

Please tell us how you heard about this vacancy

### PERSONAL DETAILS

Last Name:

First Name:

Date of Birth

Nationality:

Address:

Post Code:

Home Telephone No:

Mobile No:

Email Address:

National Insurance No:

Are you eligible to take up employment in the UK?      Yes                  No

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see [Government Website](#)

Driving License (if relevant to post applied for)

Do you hold a full, clean driving license valid in the UK?      Yes                  No

If no, please give details:

**Dependent upon the role applied for you may be required to complete a Disclosure and Barring Service (DBS) check either at a Basic or Enhanced level. We reserve the right to request a basic check, this disclosure will include details of cautions, reprimands or final warning as well as convictions.**

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:

DBS check held?    Yes                          No

Date issued?

Type of disclosure held?    Enhanced                          Basic

Registered to the update service?                          Yes                          No

The following questions on Health & Safety are asked in order to find out your needs in terms of reasonable adjustments that may be required in order to enable you to carry out your work accordingly.

Do you have any health issues or any disabilities that may make it difficult for you to carry out functions which are essential for the role you are applying for?

Yes                      No

If you have selected Yes, please specify:

If you have a disability, what are your needs in terms of reasonable adjustments?

Should your circumstances change, you acknowledge that it is a requirement to notify Kinetic.

Yes

### Employment History

Previous Employment spanning past 5 years: Starting with the most recent first. Please ensure you complete fully. Kinetic reserves the right to request references from direct line manager (use last page if needed).

Name of Employer 1:

Address:

Post Code:

Start Date:

End Date:

Position held:

Reason for leaving:

Manager Name:

Manager email address:

Salary for post:

Notice period:

Consent to obtain reference: please note failure to consent may result in us not being able to supply you to our clients.

Yes                      No

If No selected please state why:

Name of Employer 2:

Address:

Post Code:

Start Date:

End Date:

Position held:

Reason for leaving:

Manager Name:

Manager email address:

Salary for post:

Notice period:

Consent to obtain reference: please note failure to consent may result in us not being able to supply you to our clients.

Yes          No

If No selected please state why:

Name of Employer 3:

Address:

Post Code:

Start Date:

End Date:

Position held:

Reason for leaving:

Manager Name:

Manager email address:

Salary for post:

Notice period:

Consent to obtain reference: please note failure to consent may result in us not being able to supply you to our clients.

Yes          No

If No selected please state why:

Name of Employer 4:

Address:

Post Code:

Start Date:

End Date:

Position held:

Reason for leaving:

Manager Name:

Manager email address:

Salary for post:

Notice period:

Consent to obtain reference: please note failure to consent may result in us not being able to supply you to our clients.

Yes

No

If No selected please state why:

## Education/Qualifications

### Education, Training & Development

Please use the space below to give details of any education, training or non-qualification-based development which is relevant to the post and supports your application.

School

Subjects

Grade

College

Subjects

Grade

University

Subject

Grade

Training Centre

Subject, length & nature

Grade

## Current Membership of any Professional Body/Organisation

Please give details

## Emergency Contact / Bank Details / Availability

### Emergency Contact:

Name:

Contact Number:

Relationship:

### Bank Details:

Bank Name:

Account Name:

Account Number:

Sort Code:

## Holidays Booked:

The information you have provided on this form and on any other documentation will be used by Kinetic Recruitment to find you work. In providing this service to you, we may be required to pass information on to third parties within law enforcement to prevent or detect crime, to protect public funds, or in any other way permitted or required by law.

## Declaration

**Statement to be signed by the applicant:**

**Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:**

I agree that SH PRATT GROUP can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the General Data Protection Regulation 2018.

I confirm that all of the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated. I consent to my personal data and CV being forwarded to potential employers. I consent to references being obtained and passed on to potential employers. I also consent, role applicable and where registered, for a DBS check via the online register. If a DBS check is required for a role and I do not hold one I acknowledge that I will be required to pay the cost of this check, and that this will be discussed with me prior to one being requested. I acknowledge that Kinetic Recruitment will be entitled whether to charge end client and introduction/transfer fee or agree an extension of the hiring period with the client (after which I may be employed by the client with any further charges being applicable).

Signed:

Date:

**Additional Information:**

Once completed please email to the address below:

[zoecollins@kineticrecruitment.uk](mailto:zoecollins@kineticrecruitment.uk)