

**RESOURCEFM**

# REGISTRATION FOR EMPLOYMENT

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### Notes on completion:-

1. Information provided by you will be treated in strict confidence.
2. Please complete this form using BLACK BLOCK CAPITAL letters.
3. Please attach your curriculum vitae if you have one.
4. Answer questions in full. Delete answers (yes / no) where not applicable. If an answer is not applicable write N/A.
5. You will be required to provide evidence of qualifications and your right to reside and work in the United Kingdom should an offer of employment be made.
6. Employment references will be sought from your current and previous employers. Please note that no reference will be sought from your current employer without your consent.

### Equal Opportunities

Resource FM Ltd 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 sex, 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.

*Resource FM Ltd 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. Resource FM Ltd 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.*

1. PERSONAL DETAILS		DATE COMPLETED:	
Surname:		Position applied for (If Applicable):	
Forenames:		Where did you learn of our services?	
Title: Mr: <input type="checkbox"/> Mrs: <input type="checkbox"/> Ms: <input type="checkbox"/> Miss: <input type="checkbox"/>		Home telephone number:	
Home address:		Mobile telephone number:	
Post Code:		E mail address:	
Marital status:		Do you possess a valid full driving licence to drive a car in the UK? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Date of birth:		How many years?:	
Are you legally eligible for employment in the United Kingdom? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Current Offences?:	
Do you require a work permit to work in the United Kingdom? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Penalty Points?:	
Please attach a copy of one of the following:		National Insurance No:	
National Insurance Card		Birth Certificate	
Passport		Certificate of Naturalisation	
		P45	

In line with the UK Border Agency guidance on the prevention of illegal working, we will need to verify and take copies of your original identification documents, as evidence of your right to work in the UK as a temporary worker, or for the introduction to a permanent employer.



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### 2. EDUCATION, PROFESSIONAL QUALIFICATIONS & TRAINING *(Only include if not shown on your attached CV)*

Please list any other qualifications e.g. Fluent modern languages, knowledge of foreign countries, or special attainments

Year:	Name of educational establishment/training provider:	Examinations taken, qualifications, training undertaken:

**Please attach** – A copy of any certificates or qualifications

### 3. MEDICAL HISTORY

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 disability or if your ability to undertake work for which you are applying is limited in any way?  
*(Please provide details:)*

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?:

### 4. EMPLOYMENT HISTORY

Please state in order, from current (last) job positions held in the last 10 years (use separate piece of paper if necessary). Prospective employers may require us to take references from previous employers (not your current employer). Please indicate at least 2 under Ref.

Dates (Month and Year):		Employer's name, address and nature of business:	Ref (X):	Position(s) held:	Leaving Salary:	Reason for leaving:
From:	To:					


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### 5. SUPPORTING INFORMATION *(please use a separate piece of paper if required).*

State membership of professional organisation(s):	What is your notice period with your present employer?:	What is your current salary & benefits?:
		What is your salary expectation?:

### FURTHER NOTES *(please use a separate piece of paper if required).*

### 6. CRIMINAL CONVICTION DECLARATION

*\*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 [insert company name], 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 any unspent\* criminal convictions?: Yes  No

If yes, state convictions and dates:

*I authorise Resource FM to obtain references to support my search for suitable employment and by completing and signing this form, I certify that all the information I have provided in all parts including details on any attached curriculum vitae is correct.*

*I give my consent for all my personal information to be processed in relation to my application for employment in line with the Data Protection Act and understand Resource FM will only use the information given in relation to my application for employment. By signing this declaration I am giving my express consent for you to retain and process this information under the Data Protection Act 1998.*

**Signature:**

**Date:**

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**CONTRACT 2: TERMS OF AGREEMENT WITH WORK-SEEKERS FOR PERMANENT OR CONTRACT STAFF  
(TO BE DIRECTLY ENGAGED BY THE CLIENT)**

Following our recent \_\_\_\_\_ we write to confirm how we will provide our recruitment services to you.

1. Resource FM Ltd are to provide you permanent recruitment services that is to say we will act as an agency as defined under the Employment Agencies Act 1973.
2. You authorise Resource FM Ltd to seek work on your behalf.
3. In our recent telephone conversation/meeting/correspondence you informed us that you wish us to seek employment within the field of/as a \_\_\_\_\_

Thank you for selecting Resource FM Ltd and should you have any queries, or require any further information on the services we provide please contact \_\_\_\_\_ on \_\_\_\_\_

**Signature:**

**Date:**