



**Candidate Registration Form**

**Candidate Information**

Full Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Notice Period \_\_\_\_\_ National Insurance No: \_\_\_\_\_

Are you a citizen of the United Kingdom? YES NO If no, are you authorised to work in the U.K.? YES NO  
 Give Details \_\_\_\_\_

Have you ever had any criminal convictions? YES NO

If yes, explain: \_\_\_\_\_

**Education**

School:	Address:	YES	NO	Degree:
From: _____ To: _____	Qualifications			
College:	Address:	YES	NO	Degree:
From: _____ To: _____	Qualifications			
Other:	Address:	YES	NO	Degree:
From: _____ To: _____	Qualifications			

**Previous Employment**

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Reports to: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: £ \_\_\_\_\_ Ending Salary: £ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May I contact your previous line manager for a reference? YES NO

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Reports to: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: £ \_\_\_\_\_ Ending Salary: £ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May I contact your previous line manager for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Reports to: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: £ \_\_\_\_\_ Ending Salary: £ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May I contact your previous line manager for a reference? YES NO

### Ethnic & Disability Monitoring

Ethnic Categories (Please tick appropriate)

White	( )	Indian	( )
Black Caribbean	( )	Pakistani	( )
Black African	( )	Bangladeshi	( )
Black Other	( )	Chinese	( )
Other	( )		

Are you disabled as defined under the Disability Discrimination Act? Y/N

If yes, what is your disability? \_\_\_\_\_

Do you require me to make any adjustments to assist you when you attend for interview in the workplace? Y/N

If yes, please give details \_\_\_\_\_

### Health Declaration

Are you currently taking any medication?

Have you at any time in the last 12 months been admitted to hospital for any reason or been unwell and unable to work?

Please give details.

Are you aware of any health issues which could become apparent during your employment with Interact Recruitment Solutions Ltd?

### Additional Details

Are you currently working? Y/N                      If Yes, is it a temporary or permanent position? \_\_\_\_\_

Current Salary/Hourly rate (inc OTE and benefits) \_\_\_\_\_

Salary expectations (incl OTE and Benefits) \_\_\_\_\_

Notice Period \_\_\_\_\_                      Interview availability? \_\_\_\_\_

Mode of transport    Car \_\_\_\_\_    Bus \_\_\_\_\_    Train \_\_\_\_\_    Metro \_\_\_\_\_    Other \_\_\_\_\_

What time are you prepared to spend travelling to work? \_\_\_\_\_

Driving Licence Y/N              Full/Provisional              Number of Points \_\_\_\_\_

Are you a smoker? Y/N              Do you smoke at work? Y/N

### References

*Please list two professional references.*

Full Name: \_\_\_\_\_                      Relationship \_\_\_\_\_

Company: \_\_\_\_\_                      Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_                      Relationship: \_\_\_\_\_

Company: \_\_\_\_\_                      Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### General Information

Vacancies applied for recently? (incl papers, web, agencies etc) \_\_\_\_\_

Company \_\_\_\_\_

Salary \_\_\_\_\_

Position \_\_\_\_\_

Source \_\_\_\_\_

What agencies have you registered with? \_\_\_\_\_

What positions have they spoken to you about? \_\_\_\_\_

How did you hear about COMPANY NAME? \_\_\_\_\_

## Disclaimer and Signature

*I confirm that the information given on this registration is correct. I understand my registration may be rejected and/or that I may be dismissed if I have given false information or withheld relevant details. My CV (if included) is accurate and complete.*

*Interact Ltd is committed to Equal Opportunities for all. This means I treat everyone equally, regardless of their race, colour, ethnic or natural origin, sex, sexual orientation or marital status, disability or age.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_