**Application form**

Equal opportunities

Harris Hill 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 the aspects of recruitments 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.

Harris Hill 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. Harris Hill Ltd will ensure that each candidate is assessed only in accordance with the candidate’s merits, qualifications and ability to perform the relevant duties required by the particular vacancy.

**Section 1: Personal details**

|  |  |  |
| --- | --- | --- |
| Preferred Title:  *(please circle or delete as appropriate)* | Miss Mrs Ms Mr Dr Other | |
| Surname: |  | |
| Forename: |  | |
| Address: |  | |
|  | |
|  | |
| Postcode: |  |
| E-mail Address: |  | |
| Best Contact Number: |  | |
| Skype Name: |  | |
| Please confirm your most recent DBS number and date: (*if applicable*) |  | |
| National Insurance number: |  | |
| Identity check: *(please circle or delete as appropriate)* | Passport Visa Other *(please specify)* | |
| Do you have immigration permission to work in the UK? | Yes/No | |
| If permission is restricted, note any restrictions:  In line with Home Office guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK if you are to be engaged by Harris Hill Ltd for temporary work. |  | |

**Section 2: Most Recent or Current Remuneration Package**

|  |  |
| --- | --- |
| Current Salary/Hourly Rate |  |
| Benefits: |  |
| Notice Period: |  |

**Section 3: Referees – please cite TWO work-related referees**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Relationship: |  | Relationship: |  |
| Current Position: |  | Current Position: |  |
| Organisation: |  | Organisation: |  |
| Best Contact Number: |  | Best Contact Number: |  |
| Email: |  | Email: |  |
| OK to approach? |  | OK to approach? |  |

**Section 4:**

Criminal Convictions

|  |  |
| --- | --- |
| Do you have any unspent\* criminal convictions? | Yes/No |
| If yes, state convictions and dates: |  |

\*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those case 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 will be treated in the strictest of confidence and only taken in to account where, in the reasonable opinion of Harris Hill Ltd, the offence is relevant to the post in 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.**

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.

|  |  |
| --- | --- |
| 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? | Yes/No  If yes, please specify: |
| 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? | Please specify |

**Data Protection Statement**

The information that you provide on this form and on any CV given will be used by Harris Hill Ltd 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 on 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.

**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.**

**Please print and sign your name below:**

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |

**To be completed by Consultant**

|  |  |
| --- | --- |
| Interviewed by: |  |
| Interview Date: |  |