



-  adept consult
-  adept elite
-  adept hr+
-  adept rp+

# Candidate Registration Form

## Equal Opportunities Statement

Adept Professional Services 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 of sex, sexual orientation, gender reassignment, marital/civil partnership status, age, disability, race, colour, ethnic or national origin, religion/belief, political beliefs, spent convictions 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.

Adept Professional Services Ltd shall not discriminate unlawfully when deciding which candidate is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement.

Adept Professional Services 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.



## Your Personal Details

Title	First Name(s)	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
D.O.B.	N.I. Number	
<input type="text"/>	<input type="text"/>	
Address		
<input type="text"/>		
Postcode		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Tel. No.	Mobile Tel. No.	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position Sought	Preferred Method of Contact?	Preferred Location
<input type="text"/>	<input type="text"/>	<input type="text"/>
Salary Sought	Languages	Willing to Relocate?
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Your Work History (previous 5 years) OR Attach current C.V. (please tick)

Job Title	Employer	Start Date	End Date	Salary	Benefits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In the absence of an up-to-date C.V. please continue on an additional sheet.

### Permission to work in the UK

Do you have immigration permission to work in the UK?

YES / NO (Please delete clearly as appropriate)

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 Adept Professional Services Ltd for temporary work.

### Market Research

How did you hear about us?

## Health and Safety

The following questions on health and disability are asked in order to identify your needs in terms of reasonable adjustments, to access our recruitment service and to perform the job or position sought.

Do you have any health issues or a disability relevant to the position or role you seek? YES / NO  
(Please delete clearly as appropriate). If yes, please specify

If you have a disability, what are your needs in terms of reasonable adjustments, to enable you to perform the role sought? 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

## 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 cases, particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details of 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 Adept Professional Services Ltd, 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.

## Data Protection Statement

The information that you provide on this form and on any CV given, will be used by Adept Professional Services 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 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 present or detect crime, to protect public funds or in other way permitted or required by law.

## Candidate Declaration

I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to Clients and I consent to references being passed onto potential employers.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Adept Professional Services Ltd will be entitled either to charge the Client an introduction/transfer fee, or to agree an extension of the hiring period with the Client, after which I may be employed by the Client without further charge being applicable.

Signed by candidate

Name

Date

## Equal Opportunities Monitoring

Adept Professional Services Limited operates an equal opportunity policy. To help us monitor the effectiveness of this policy, you are requested to complete this section. A statement of our equal opportunity policy is available upon request.

This monitoring information will be detached from your application form and will be kept separately from the information to be used in the selection process.

Ref No. (if applicable):

Position applied for (if applicable):

1) Ethnic Category: The following categories are based on those used in the 2001 census as recommended by the CRE. Please note the ethnic questions are not about nationality, place of birth or citizenship. UK citizens can belong to any of the ethnic categories indicated.

Please tick the box below which best describes the ethnic category to which you belong:

- |   |   |
|---|---|
| <p>a White</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White background – please state below</p> <p>b Mixed</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other mixed background – please state below</p> | <p>c Asian or Asian British</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Any other Asian background – please state below</p> <p>d Black or Black British</p> <p><input type="checkbox"/> Black Caribbean</p> <p><input type="checkbox"/> Black African</p> <p><input type="checkbox"/> Any other Black background – please state below</p> <p>e Chinese or Chinese British or other ethnic group</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other ethnic background – please state below</p> |
|---|---|

2) Gender: Please tick appropriate box:      Male ( )      Female ( )

3) Disability: Please state if you have any long-term physical or mental condition that affects your ability to carry out day-to-day activities  
Yes ( )      No ( )

4) Age: Please state your age and date of birth: Age

Date of Birth (DD/MM/YY)

5) Religion: Please state your religion

6) Sexual Orientation: Please indicate your sexual orientation

## Office Use Only

Reg. Complete ( ) Ack. Ltr ( ) Original I.D. seen ( ) Original I.D. copy on file ( ) Referees on file ( ) Passive or active ( )  
Other Agcy ( ) Referral ( ) Equal Opps. ( ) Entered onto HRS ( ) Constant Contact ( )

## Comments