

Permanent Employment Registration Pack

|  |  |  |  |
| --- | --- | --- | --- |
| Forename: |  | Surname: |  |
| Date of Birth: |  | NI Number: |  |
| Home Tel: |  | Mobile Tel: |  |

|  |  |
| --- | --- |
| Email Address: |  |

|  |  |
| --- | --- |
| Permanent Address: |  |
|  Postcode:  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Are you able to prove that you are eligible to work in the UK? (Please circle): | Yes/No | Do you hold a current full UK Driving License?(Please circle): | Yes/NoPoints (If applicable): |
| Nationality: |  | Do you have any Criminal Convictions? (Please circle): | Yes/No |

|  |  |  |  |
| --- | --- | --- | --- |
| If you have applied for a particular role, please state what it is: |  | How did you hear about this vacancy? (e.g. Reed, Facebook): |  |

|  |  |
| --- | --- |
| Please state what type of work you are looking for (e.g. Admin, Secretarial, Warehouse): |  |
| What date are you available to begin work? |  |

**Please outline your educational details**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates from/to | School/College/University | Subject | Qualifications Obtained |
|  |  |  |  |
|  |  |  |  |

References

Please provide at least two employment references covering the past three years of employment. If you have been in education during this time, please provide education references. If you have not been in employment or education for the past two years, please provide two character references (not relatives) who have known you for three years or more.

**Referee 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Job Title: |  |
| Company Name: |  | Telephone Number: |  |

|  |  |
| --- | --- |
| Email Address: |  |

|  |  |
| --- | --- |
| Permanent Address: |  |
|  Postcode:  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Employed From: |  | Date Employed To: |  |

**Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Job Title: |  |
| Company Name: |  | Telephone Number: |  |

|  |  |
| --- | --- |
| Email Address: |  |

|  |  |
| --- | --- |
| Permanent Address: |  |
|  Postcode:  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Employed From: |  | Date Employed To: |  |

**Referee 3**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Job Title: |  |
| Company Name: |  | Telephone Number: |  |

|  |  |
| --- | --- |
| Email Address: |  |

|  |  |
| --- | --- |
| Permanent Address: |  |
|  Postcode:  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Employed From: |  | Date Employed To: |  |



I hereby give my consent for Cassidy Crane Recruitment Ltd to obtain references from the named persons above.

Signed ……………………………………………………………….. Date …………………………………………..

Next of Kin

Please provide contact details for your next of kin in the event of an emergency.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Telephone Number: |  |
| Relationship to you: |  |
| Address: |  | Postcode: |  |

Print Name ……………………………………………………

Signed …………………………..………………………………

Date …………………………………….

**Standard Conditions and Guidance for Permanent Candidates**

1. All and any business undertaken by Cassidy Crane Recruitment Ltd is transacted subject to the terms and conditions hereinafter set out.
2. Cassidy Crane Recruitment Ltd is acting in the capacity of an employment agency.
3. Upon provision by the work-seeker (“Candidate”) of a full and accurate Curriculum Vitae, Cassidy Crane Recruitment Ltd shall, at its sole discretion, search for suitable employment positions on behalf of the Candidate. The type of employment sought for the Candidate will be as detailed on the Candidate Registration Schedule.
4. Before any work finding services are provided the Candidate shall provide Cassidy Crane Recruitment Ltd with satisfactory evidence of the Candidate’s identity which shall include, but not be limited to, a certified copy of the Candidate’s passport or full birth certificate combined with proof of National Insurance Number. If, in respect of any prospective employment, the Candidate is required by law, any professional body or by the hirer (“Client”) to hold or have any experience, training qualifications and/or authorisations, the Candidate shall provide Cassidy Crane Recruitment Ltd with: (a) up to date copies of such qualifications and/or authorisations; and (b) the names of two referees (who are not relatives of the Candidate) who the Candidate agrees that Cassidy Crane Recruitment Ltd may approach at any time for the purpose of obtaining references about the Candidate.
5. The Candidate consents to the disclosure of all relevant information (which is reasonably required to progress any application) including but not limited to copies of qualifications, authorisations and/or references by Cassidy Crane Recruitment Ltd to the Client.
6. The Candidate shall immediately inform Cassidy Crane Recruitment Ltd should there be any reason or circumstances of which he/she is aware under which it would be detrimental to the interests of Cassidy Crane Recruitment Ltd, the Client or the Candidate for the Candidate to take up a particular position with the Client.
7. Cassidy Crane Recruitment Ltd shall be under no obligation to find employment for the Candidate.
8. An offer of employment is not made until written details are received from the Client. Cassidy Crane Recruitment Ltd does not accept any responsibility and shall not be liable for any loss suffered by the Candidate by reason of the Candidate’s decision to resign from his/her current employment or engagement before or after receipt of the client’s written offer. Furthermore, Cassidy Crane Recruitment Ltd does not accept any responsibility and shall not be liable for any loss suffered by the Candidate by reason of the Client withdrawing the offer of employment at any time for any reason.
9. An offer of employment made by the Client may be subject to the Client obtaining satisfactory references or background checks on the Candidate.

\*I confirm that I have read and understand my obligations outlined in sections 1-9 above and that to the best of my knowledge, all information given in this application form is true.

Print Name …………………………………………………………………………………

Signed ……………………………………………………………………………………….

Date …………………………………………………….