



CANDIDATE REGISTRATION FORM

Hawkstone Recruitment Ltd are committed to a policy of equal opportunities for all work-seekers and shall always adhere to such policy and review on an ongoing basis all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally, irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs, pregnancy, gender re-assignment or membership or non-membership of a trade union and we place an obligation upon all staff to respect and act in accordance with this policy. We shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a job or assignment, or in any terms of employment or terms of engagement for temporary workers. We 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 a particular vacancy.

Personal Details

Title: _____ First Name: _____
Middle Name(s): _____ Surname: _____
Home Tel: _____ Mobile: _____
Email: _____
Address: _____
Date of Birth: _____ National Insurance No: _____
Do You Have A Current Drivers Licence: **YES / NO** Do You Have Your Own Transport: **YES / NO**
Nationality: _____ Country You Were Born In: _____

Permission To Work In The UK

Do you require a VISA or Work Permit to work within the UK: **YES/ NO**
If yes, do you have a current and in date, VISA or Work Permit: **YES / NO**
What is the date of expiry for your VISA or Work Permit: _____

Criminal Conviction Declaration

Have you been convicted of any criminal offence(s), or served a custodial sentence, in the last five years: **YES / NO**
If yes, please provide full details below: _____

Health Questionnaire

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 services, and to find out your needs in order to perform the job or position sought.

Do you have any health issues, or a disability relevant which may make it difficult 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: _____

Payment Details

Method of payment: _____

Bank / Building Society name: _____ Account Name: _____

Sort Code: _____ Account Number: _____

Building Society roll number: _____

Emergency Contact Details

Please provide full contact details below for someone we may contact in the case of an emergency.

Name: _____ Relationship: _____

Telephone Number: _____

Qualifications & Certifications

Qualification or certificate type	Grade / Result	Date obtained	Date of expiry

Hawkstone Recruitment Ltd, Unit 207, The Quadrus Centre, Woodstock Way, Boldon Business Park, Boldon, NE35 9PF

Tel: 0191 466 1355 Fax: 0191 466 1356

Email: info@hawkstonerec.co.uk

Web: www.hawkstonerec.co.uk

Previous Employment

<p>1. Name of present / last employer:</p> <p>Contact name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Date from: _____ Date to: _____</p> <p>Present / leaving salary: _____</p> <p>Job Title: _____</p> <p>Summary of duties: _____</p> <p>_____</p> <p>Enjoyed: _____</p> <p>Disliked: _____</p> <p>Reasons for leaving: _____</p> <p>May we contact this company for a reference: YES / NO</p>	<p>2. Name of previous employer:</p> <p>Contact name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Date from: _____ Date to: _____</p> <p>Leaving salary: _____</p> <p>Job Title: _____</p> <p>Summary of duties: _____</p> <p>_____</p> <p>Enjoyed: _____</p> <p>Disliked: _____</p> <p>Reasons for leaving: _____</p> <p>May we contact this company for a reference: YES / NO</p>
<p>3. Name of previous employer:</p> <p>Contact name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Date from: _____ Date to: _____</p> <p>Leaving salary: _____</p> <p>Job Title: _____</p> <p>Summary of duties: _____</p> <p>_____</p> <p>Enjoyed: _____</p> <p>Disliked: _____</p> <p>Reasons for leaving: _____</p> <p>May we contact this company for a reference: YES / NO</p>	<p>4. Name of previous employer:</p> <p>Contact name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Date from: _____ Date to: _____</p> <p>Leaving salary: _____</p> <p>Job Title: _____</p> <p>Summary of duties: _____</p> <p>_____</p> <p>Enjoyed: _____</p> <p>Disliked: _____</p> <p>Reasons for leaving: _____</p> <p>May we contact this company for a reference: YES / NO</p>

GDPR / Privacy Notice

Please sign below to confirm that you have read, understood, and accepted our Privacy Notice, which details how we will manage and handle your personal information. A full and complete copy of this Privacy Notice is always available at www.hawkstonerec.co.uk/privacynotice, and a copy was made available to you upon registration and when you completed this Candidate Registration Form.

Signed by Candidate: _____

Print Name: _____

Date: _____

Should you have any complaints, or concerns, about how Hawkstone Recruitment Ltd handles and processes your personal data, you may contact our Privacy office by emailing info@hawkstonerec.co.uk. Should you feel you need to escalate this matter further, you may do so with the Information Commissioner's Office without it having any impact on any applications you make through the business. They can be contacted at www.ico.org.uk

Candidate Declaration

I hereby confirm that the information given is true and correct; I consent to:

- My personal data being included on a computerised database, and to its use in order to secure me employment / temporary assignment / contracts
- My CV and other personal data being transferred to clients via electronic mail, and I understand the risk of my CV being unintentionally altered during this process
- References being passed onto potential employers
- The checking of information collected with third parties or with other held by Hawkstone Recruitment Ltd
- Passing information to certain third parties to preset or detect crime, to protect public funds or in any other way permitted or required by law

If, during the course of a temporary assignment, the Client, wishes to employ me direct, I acknowledge that Hawkstone Recruitment 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 to the Client).

Signed by Candidate: _____

Print Name: _____

Date: _____