

Application Form



Cream Recruit 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, marital status, age, disability, race, colour, ethnic or national origin, religion, 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.

Cream Recruit 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. Cream Recruit 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.

Reference Number

First Name	Surname	Maiden Name (if applicable)	
Date of Birth	Nationality	Title: Miss / Mr / Mrs / Ms	
Address:			
Town	County	Post Code	
Phone No: (Home)	Phone No: (Work)	Phone No: (Mobile)	
e-mail address:	Preferred Working Hours	Notice Period:	
How Did You Hear Of Us: Newspaper Advert <input type="checkbox"/> Cream Recruit Website <input type="checkbox"/> Internet Job Board <input type="checkbox"/> Recommended <input type="checkbox"/> Passing By <input type="checkbox"/> Previously Dealt With Us <input type="checkbox"/>			
Perm Annual Salary Required:	Temp Hourly Rate Required:	Driving Licence: Yes / No	Own Transport: Yes / No

CRIMINAL CONVICTIONS (Please delete clearly as appropriate)
 Do you have any unspent* criminal convictions or prosecutions pending? Yes / No If yes, state convictions and/or prosecutions pending and dates:

*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases details of all criminal convictions must be given. The information will be treated in the strictest of confidence and only taken into account, where, in the reasonable opinion of Cream Recruit, 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.**

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 sought:

Do you have any health issues or a disability relevant to the position or role you seek? Yes / No

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: _____

DATA PROTECTION STATEMENT

The information that you provide on this form and on any CV given will be used by Cream Recruit 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. I consent to references being passed onto potential employers. I undertake to inform Cream Recruit of the outcome of all introductions/interviews to companies or agents. I confirm that I have applied/re-applied to Cream Recruit of my own free will and have not been offered any inducement to do so.

Candidate Signature: _____ Date: _____

Terms of Engagement:	<input type="checkbox"/>	48 Hr Opt Out Agreement:	<input type="checkbox"/>	Health & Safety Signed	<input type="checkbox"/>	Night Workers Dec Signed	<input type="checkbox"/>	
Visa Checked (if Applicable)	<input type="checkbox"/>	Visa Expiry Date (if applicable)	/ /	Form of ID Taken (please detail)				
Drivers Licence on File	<input type="checkbox"/>	Drivers Dec Form Signed	<input type="checkbox"/>	Other certs/licences held on file:				
Perm	<input type="checkbox"/>	Perm Willing To Temp	<input type="checkbox"/>	Temp Only	<input type="checkbox"/>	Full Time/Part Time		
Commercial Assessments on Adapt			<input type="checkbox"/>	Industrial Assessments on Adapt				<input type="checkbox"/>
CV on Adapt	<input type="checkbox"/>	Photo on Adapt	<input type="checkbox"/>	Search Towns				
Consultant:	Interview Date:		Job Category:					

Have you emailed or enclosed your CV? Yes / No – if 'Yes' this page does not need completing

Education

Dates From To	Establishment	Qualification
Highest Education Level: GCSE / AS Level / A Level / NVQ2 / NVQ3 / NVQ4 / NVQ5 / Degree / Masters		
Professional Qualifications/Memberships:		

Employment History

Present/Last Employer		No of Employees	Telephone Number
Address		Town	
County	Post Code	Nature of Business	
Employed From To	Salary/Rate	Reason For Leaving/Wishing to Leave	Name and Job Title of Person Reported To
Duties/Responsibilities			

Present/Last Employer		No of Employees	Telephone Number
Address		Town	
County	Post Code	Nature of Business	
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