

**REGISTRATION FORM**
**EQUAL OPPORTUNITIES STATEMENT**

Venesky-Brown is committed to a policy of equal opportunities for all candidates and temporary workers 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 and undesirable discrimination.

We will treat everyone equally irrespective of sex, sexual orientation, gender reassignment, marital and 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.

Venesky-Brown 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. Venesky-Brown 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.

PERSONAL DETAILS			
SURNAME			
FORENAME(S)			
ADDRESS			
POSTCODE			
PHONE MOBILE		PHONE HOME	
EMAIL			
DATE OF BIRTH			
NATIONALITY		ETHNIC ORIGIN	
MARITAL STATUS	Married <input type="checkbox"/>	Single <input type="checkbox"/>	Divorced <input type="checkbox"/> Other <input type="checkbox"/>

NI / TAX / CIS											
NATIONAL INSURANCE NO.											
UTR NO.											
DOES THE CONSTRUCTION INDUSTRY SCHEME APPLY TO YOUR TRADE?									Yes <input type="checkbox"/>	No <input type="checkbox"/>	
CIS STATUS	Gross <input type="checkbox"/>	20% <input type="checkbox"/>	30% <input type="checkbox"/>	VERIFIED?	Yes <input type="checkbox"/>	No <input type="checkbox"/>					

TRAINING AND CERTIFICATION			
TRAINING/CERTIFICATE	YES	DETAILS	EXPI
CSCS			
PTS			
WATER HYGIENE			
CONFINED SPACE			
CPCS: PLANT OPERATOR (specify)			

Provide any additional training and certification on a separate sheet.

### EMPLOYMENT HISTORY AND REFERENCES

Two most recent employers will be contacted for references.

DATE FROM/TO		POSITION	
COMPANY NAME			
COMPANY ADDRESS			
CONTACT NAME		CONTACT PHONE	
REASON FOR LEAVING			

DATE FROM/TO		POSITION	
COMPANY NAME			
COMPANY ADDRESS			
CONTACT NAME		CONTACT PHONE	
REASON FOR LEAVING			

DATE FROM/TO		POSITION	
COMPANY NAME			
COMPANY ADDRESS			
CONTACT NAME		CONTACT PHONE	
REASON FOR LEAVING			

Provide any additional employment history on a separate sheet.

BANK/BUILDING SOCIETY ACCOUNT DETAILS									
CONTRACTOR/EMPLOYEE NAME									
NAME OF BANK/BUILDING SOCIETY									
BANK/BUILDING SOCIETY ADDRESS									
NAME OF ACCOUNT HOLDER									
SORT CODE									
ACCOUNT NUMBER									
REFERENCE NUMBER (Building Society only)									

DRIVING LICENSE			
DO YOU HOLD A FULL, CURRENT DRIVING LICENSE?	Yes <input type="checkbox"/>	DATE OF ISSUE	
	No <input type="checkbox"/>		COPY PROVIDED
DO YOU HAVE ANY ENDORSEMENTS/IMPENDING PROSECUTIONS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, please give details:

CRIMINAL CONVICTIONS			
HAVE YOU ANY UNSPENT CRIMINAL CONVICTIONS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, state convictions and dates:

\*Other than spent convictions under the Rehabilitation of Offenders Act 1974. Filtering rules: As of 29th May 2013 you are no longer required to disclose information about any 'filtered' offences. You are not required to disclose on any part of this form any convictions or cautions that have been filtered. Guidance and criteria on the filtering of these cautions and convictions can be found at: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of Venesky-Brown, the offence is relevant to the post to which you are applying. **Failure to disclose 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.**

PERMISSION TO WORK IN THE UK			
DO YOU HAVE IMMIGRATION PERMISSION TO WORK IN THE UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Applicable <input type="checkbox"/>

In line with UKBA 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 Venesky-Brown for temporary work.

### 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 sort.

<b>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?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:
<b>IF YOU HAVE A DISABILITY, WHAT ARE YOUR NEEDS IN TERMS OF REASONABLE ADJUSTMENTS IN ORDER TO ACCESS THIS RECRUITMENT SERVICE, TO ATTEND INTERVIEW OR TO TAKE APTITUDE TESTS ETC?</b>	

### EMERGENCY CONTACT DETAILS

NAME OF NEXT OF KIN			
ADDRESS			
PHONE MOBILE		PHONE HOME	

### DATA PROTECTION STATEMENT

The information that you provide on this form and on any CV given will be used by Venesky-Brown to provide you recruitment 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 prevent 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.

If, during the course of a temporary assignment, the client wishes to employ me direct, I acknowledge that Venesky-Brown 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).

SIGNATURE OF CANDIDATE			
NAME		DATE	