

## CANDIDATE APPLICATION FORM



We make it our mission to find the right roles that match your skills. So you can find the job that will transform your career. This ensures we don't put you forward for anything that wouldn't be right for you.

To help us you will need to provide us with evidence of your identity, eligibility to work in the UK (both legal requirements), along with relevant qualifications, career history and references, where appropriate, a criminal records check and security clearance will be needed.

All information is treated in the strictest confidence, processed and held in accordance with relevant data protection legislation.

### Personal Details

Forename(s):

Surname:

Previous names (e.g. maiden name/deed poll change):

Title Mr/Mrs/Miss/Ms/Dr/Other please specify:

Address:

Postcode:

E-Mail:

Mobile:

Home Tel:

Work Tel including ext:

(Discretion assured)

Do you have a current driving license: Yes/No

Do you have your own transport: Yes/No

Languages spoken:  
(Please indicate fluency)

Profession:

Are you willing to relocate: Yes/No

Current Salary/Rate:

Notice Period:

Are you willing to work overseas: Yes/No

If yes, please state preferred locations, status and nationality:

Please tick if you wish to receive careers information from Bear Jobs Recruitment Ltd

Marketing information will be clearly indicated in the title.

**For Internal use only**

Consultant:

Candidate registration no:

**Professional qualifications/memberships**

Including passed finalists. All Professional qualifications will be verified with the relevant institutes.

Qualification title:	Stage/Level:	Registration no:	Date:
Current status:		Next exam date:	

**Eligibility to work in the UK.**

UK legislation requires all candidates to provide evidence

Please state by what means you are eligible to work in the UK	<input type="checkbox"/> UK/EEA Passport
	<input type="checkbox"/> Valid Visa/ Biometric Residence Permit
	<input type="checkbox"/> Other please specify _____
Type of visa/work permit (if applicable):	Expiry Date:
NI Number <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(all candidates must provide this)

**Position Sought**

Position:	Salary rate required:
Locations preferred:	Hours:

**Health and Safety**

This information helps us to cater for your personal circumstances

Do you require any reasonable adjustments to be made/special facilities to be provided to enable you to attend any interview or assessment? Yes/No If yes please contact your consultant	
Are you prepared to work unsociable hours Yes/No	or at nights (from 23:00 – 06:00)
Do you hold any first aid qualifications Yes/No	If yes please give details:
In case of an emergency please provide details of someone we may contact.	
Name:	Tell No:
Address:	Mobile:
Contact will only be made in an emergency:	

**Enhancing your career search**

Please list any organisations you do NOT wish us to approach of your behalf.
--

**Temporary Assignments:** Prior to any placement we will need to obtain satisfactory references from your recent employers. Please provide details of a minimum of two recent referees we may approach.

**Permanent positions:** References help us to find you suitable employment. Please list employers that we may contact during our search. Your current employer will not be contacted without your consent.

**Position held:** **Dates Employed (MM/YY) from** **to**

Organisation name: Referees position:

Referees full name: Title (Mr. Miss. Etc.):

Organisation address (Inc. Postcode): Landline:

Email:

**Position held:** **Dates Employed (MM/YY) from** **to**

Organisation name: Referees position:

Referees full name: Title (Mr. Miss. Etc.):

Organisation address (Inc. Postcode): Landline:

Email:

**Position held:** **Dates Employed (MM/YY) from** **to**

Organisation name: Referees position:

Referees full name: Title (Mr. Miss. Etc.):

Organisation address (Inc. Postcode): Landline:

Email:

**Position held:** **Dates Employed (MM/YY) from** **to**

Organisation name: Referees position:

Referees full name: Title (Mr. Miss. Etc.):

Organisation address (Inc. Postcode): Landline:

Email:

**Should we experience delays in verifying your employment history, please make yourself available to help. The absence of suitable or accurate references could hinder your chances of finding suitable temporary assignment quickly.**

## Criminal Record and security checks

This information will be used to identify appropriate opportunities for you and NOT as a short-listing tool in the recruitment process

### 1) All candidates must answer this question

Have you ever been convicted of a criminal offence which is 'not spent' under the rehabilitation of offenders act 1974?

Yes/No if yes please give details

### 2) Only candidates who will be working with children, vulnerable groups or within certain professions/ occupations should complete this section

You may be offered an opportunity to work within an environment or establishment where you may come into contact with children or other vulnerable groups, or your profession/occupation may fall within certain excepted categories. Where this is likely to apply, the rehabilitation of offenders act 1974 (Exceptions) order 197, as amended in 2013("the act") requires us to ask you for additional information

A criminal record check from the disclosure and barring service may be required where this type of work is sought.

If required are you happy for us to complete the appropriate checks Yes/No

### 3) Do you have any previous convictions including any cautions, reprimands, final warnings, bind-overs or any convictions from overseas that are not "protected" under the rehabilitation of offenders act 1974 (Exceptions) order 1975, as amended in 2013?

**England, wales and Northern Ireland candidates only** – please note: the amendments of the act mean that certain convictions and cautions are now "protected" and do not therefore have to be disclosed. Please see the separate guidance for details.

Yes/No if yes please give details

### 4) Do you hold any form of current security clearance? Yes/No

Date granted:

Expiry date:

Level of clearance:

Place of work when granted:

## Declaration

I expressly consent to any sensitive or personal data, disclosed as part of my application, being used in connection with the search for work, subject to the relevant data protection legislation.

I confirm that the information provided on this form and within my CV, if applicable, is both truthful and accurate. I have omitted no facts that could affect my future employment. I understand that any engagement entered into is subject to documentary evidence of my right to work in the UK and that Bear Jobs Recruitment Ltd will verify any professional qualifications, complete a driving license check (where relevant) and , in case of temporary assignments, obtain satisfactory references.

I will inform Bear Jobs Recruitment Ltd immediately of any circumstances that may affect my work, such as changes to any requirements for reasonable adjustments to be made to enable me to attend an interview or assessment, or subsequent pending prosecutions or convictions (including motoring offences) which may arise whilst I am participating in the recruitment process for permanent work and/or whilst I am registered for temporary work. I understand Bear Jobs Recruitment Ltd has the right to request a Disclosure and Barring Service check where they consider it necessary and that any details from this or any other police checks provided may be forwarded to a potential employer.

Signed:

Date:

Print name: