

Reg. No:	ERUK
Input Date:	/ /

PLEASE COMPLETE THIS CONFIDENTIAL APPLICATION FORM AS FULLY POSSIBLE IN ORDER THAT THE INFORMATION MAY BE ENTERED INTO THE EASYRECRUITUK DATABASE

Full-time	Part-time	Term-time	Weekends	Specific Days/Shifts:
Type of Work Sought:				Pay Rate / Salary Sought: _____ P/hour _____ P/Day _____ P/Annum
Surname:		Maiden or Middle Name(s), (if applicable):		First Name:
Title:		Address:		
Town:		County:	Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Home Tel Number:		Contact/Mobile Tel. No:	E-mail Address:	
Emergency Contact Name:		Emergency Contact Tel. No:		
Date of Birth: / /		National Insurance No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Method of Transport:		Driving Licence:	Endorsements:	
Car <input type="checkbox"/> Bicycle <input type="checkbox"/> Public Transport <input type="checkbox"/>		Yes / No Category of Driving Licence:	Offence Code(s) Penalty Point(s)	
Motorbike <input type="checkbox"/> Other <input type="checkbox"/>				

BANK DETAILS

Bank/Building Society Name:	Branch Location:	Account Holder's Name:
Account No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Account Sort Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Building Society Roll Number:
Payslips are sent weekly by email. If you wish payslips to be sent to a different email address, please provide details opposite	Please send my payslip to the email address below if different from above:	

DECLARATIONS

I confirm that the information disclosed in this application form is relevant and correct and can be verified by references from previous employers and/or any professional bodies or character referees specified. I also undertake to inform Easyrecruituk Ltd of the outcome of all introductions / interviews to companies or agents. I understand that information I have disclosed may be held within a computer database. I hereby give my permission for information I have disclosed to be divulged to companies or agents as deemed necessary by Easyrecruituk Ltd in relation to my application for work.

Should I become a Flexible Worker I confirm I will have read and accepted the issued Contract of Employment which also confirms the minimum hourly rate of pay I will be paid for temporary assignments. Whilst on assignment from Easyrecruituk Ltd I will ensure my signed timesheet is returned to the Branch by 9am on the Monday following the week of work. Whilst on assignment from Easyrecruituk Ltd I will regard all available information as confidential and I will not divulge it to any third parties plus I will comply to the Health & Safety regulations of all the companies/agents I am assigned to.

PRINT NAME: **SIGNED:** **DATE:** / /

Pursuant to the Rehabilitation of Offenders Act, I declare that I have no unspent convictions and there are no prosecutions pending at this time. I also undertake to inform Easyrecruituk Ltd of any prosecution that occurs whilst my details are held by Easyrecruituk Ltd.

If you have any unspent convictions or prosecutions pending please give details:

.....

PRINT NAME: **SIGNED:** **DATE:** / /

EASYRECRUITUK LTD OPERATES AN EQUAL OPPORTUNITIES POLICY

WORKING TIME REGULATIONS 1998 - OPT OUT AGREEMENT

Agreement to exclude the limit on weekly working time

Regulation 4 of the Regulations provides that working time shall not exceed an average of 48 hours for each seven days calculated over a period of 17 weeks.

Regulation 5 of the Regulations allows an individual to enter a written agreement that this limit shall not apply in their case. This is the purpose of this agreement.

You should consult your Client Service Manager if you have any queries before signing this agreement.

Terms of the agreement

1. The limit set out in Regulation 4(1) of the Regulations shall not apply to me.
2. This agreement shall have effect from your start date until terminated by one of the following events:

- (a) 3 months' notice in writing by me that I no longer agree to exclude the limit set out in Regulation 4; or
- (b) written notice from [the Company], which may have immediate effect; or
- (c) the termination of my employment

3. All other terms and conditions of my employment will remain unaffected by this agreement

Signed _____
Employee

Date ____/____/____

Note

Easyrecruituk.com Limited will retain this agreement.

ACHIEVEMENTS

Please detail below any achievements or training you have attained to date as well as their related qualification(s)

.....

.....

.....

.....

KEY SKILLS

Please detail below any key skills/strengths you possess that would assist in your application

.....

.....

.....

USP's (Unique Selling Points)

Please detail below your 'unique selling points' that would greater enhance the opportunity in seeking work on your behalf

.....

.....

.....

ADDITIONAL INFORMATION

Please use this section to demonstrate why you think you would be suitable for employment within Easyrecruituk

.....

.....

VETTING DETAILS

Please provide details below of your activities for the last **3 years (if applicable)**. If you have been studying during this period, you must declare this too.

	Present/Last Employer or School/College/Uni (Name, Address, Postcode & Tel No)	Dates From (mm/yyyy) & To (mm/yyyy)	Agency Name, (If Applicable) Address, Postcode & Tel No	Course Information or Job Title	Reason for Leaving	Referee Details (Name, Email Address and/ or Tel No)	Source Of Job (Please circle)	Internal Use Only
1	Tel:	From (mm/yyyy) / To (mm/yyyy) /	Tel:			Tel:	A (Agency) D (Direct) JC (Jobcentre) O (Other)	Sent: _____ 1 st : _____ 2 nd : _____ 3 rd : _____ Recv'd: _____
2	Tel:	From (mm/yyyy) / To (mm/yyyy) /	Tel:			Tel:		Sent: _____ 1 st : _____ 2 nd : _____ 3 rd : _____ Recv'd: _____
3	Tel:	From (mm/yyyy) / To (mm/yyyy) /	Tel:			Tel:		Sent: _____ 1 st : _____ 2 nd : _____ 3 rd : _____ Recv'd: _____
4	Tel:	From (mm/yyyy) / To (mm/yyyy) /	Tel:			Tel:		Sent: _____ 1 st : _____ 2 nd : _____ 3 rd : _____ Recv'd: _____
5	Tel:	From (mm/yyyy) / To (mm/yyyy) /	Tel:			Tel:		Sent: _____ 1 st : _____ 2 nd : _____ 3 rd : _____ Recv'd: _____

If you have a career gap of 6 weeks or more, please provide details below.

Gap from (mm/yyyy)	Gap to (mm/yyyy)	Activity (If Claiming from DSS, provide Office Details)

Please provide 2 Character Reference details below.

Character Referee 1	Character Referee 2
Tel. No:	Tel. No:

INTERNAL USE ONLY – PRE-EMPLOYMENT CHECKLIST

PAPERWORK

Declaration section completed/signed: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>	Application signed off by Interviewer: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>
Opt-out Signed: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>	Work History/CV received/explored: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>
Interview Notes completed: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>	Bank Details checked: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>
Email Address provided for payslips: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>	Bank Authority Form completed: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>
Contract issued/signed: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>	Type of Contract: Std <input type="radio"/> <i>Date: / /</i> / GAP <input type="radio"/> <i>Date: / /</i>
Observational exercise completed: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>	Skills Grid completed: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>
P46 issued or P45 received: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>	Driver's Licence on file: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>
Right to Work Taken (<i>please state</i>):	Driver's Declaration form signed: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>
Type of Visa (<i>if required</i>):	FLT Licence on File: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>
Visa Expiry Date (<i>if applicable</i>): / /	FLT Licence: Date Taken: / / Date due refresh: / /
Verbal ref 1: Yes / No Date Recv'd: Company: Contact:..... Tel. No: Info:	Verbal ref 2: Yes / No Date Recv'd: Company: Contact:..... Tel. No: Info:

SYSTEMS

Details added to Insight: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>	Details added to Sage/RTI compliance: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>
Details added to Genesis: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>	Handscanner ID No. added to Insight: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>
ID & Induction scanned to Insight: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>	Provided with Easyacademy Login: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>
Info passed to client from Medical Q.: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>	Easyacademy report taken and filed: Yes <input type="radio"/> No <input type="radio"/> n/a <input type="radio"/>

CLIENT INDUCTIONS COMPLETED

SITE	DATE COMPLETED		SITE	DATE COMPLETED
	/ /			/ /
	/ /			/ /
	/ /			/ /
	/ /			/ /
	/ /			/ /

INTERVIEW NOTES

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Interviewed By: _____	Interview Date: _____
------------------------------	------------------------------