

APPLICATION FORM – Please ensure all sections are completed clearly Advert Applied For

Name		Contact Numbers		National Insurance Number / / / / / / / / /		U.I.E Score / 10	
Address		1.		Smoker Yes/No		Nationality ID Provided?	
		2.		Boots: Yes/No Size:		Driving Licence? Yes / No Own Transport? Yes / No	
Post Code		3.		Available Hours? (please tick) <input type="checkbox"/> Earlies <input type="checkbox"/> Lates <input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Any Hours		Are you unemployed? If so how long for? When can you start work?	
Email		Next of Kin: Name - Number -				Bank Name Sort Code - - - - - Account Name Account No - - - - - BS Roll Ref	
Today's Date		Date Of Birth		Age			
	Employment History Company Name, Address & Tel No	Type of Work you did, Hours of work, other relevant info	Start & Finish Dates	Pay Per Hour	Reason For Leaving (Real)	Your Managers Name	
1. Unemployed Periodyr.....m	(Most recent first)					Approach for Reference Y/N	
2. Unemployed Periodyr.....m						Approach for Reference Y/N	
3. Unemployed Periodyr.....m						Approach for Reference Y/N	
4. Unemployed Periodyr.....m						Approach for Reference Y/N	
Have you registered for work with any other employment agents Y / N	Have you been offered work by them Y / N	Have you worked for them yet Y/N	Interviewers Notes:	PLEASE DETAIL BENEFITS YOU RECEIVE			
				Benefits £/wk	Sign on Day AM / PM	Sign on where	

MEDICAL/HEALTH DECLARATION

In the interests of Health and Safety to myself and others, I will make my employer aware of any medical conditions or physical state that will affect my own and others Health and Safety or hygiene at work.

Signed Date..... Please sign as confirmation that you agree to the ABOVE

Are you presently suffering from or have in the past?		THE CONDITIONS BELOW COULD DISQUALIFY AN EMPLOYEE FROM WORKING AS A FOOD HANDLER:
1. ANY TYPE OF SKIN COMPLAINT?	YES/NO	<input type="checkbox"/> Inflammation or discharge from ear
2. ANY TYPE OF ALLERGY?	YES/NO	<input type="checkbox"/> Inflammation of the eyelids or covering of the eyeball
3. BOWEL DISORDERS (e.g. typhoid, cholera, chronic diarrhoea, dysentery?)	YES/NO	<input type="checkbox"/> Persistent or recurring skin conditions
4. BLACKOUTS, MIGRAINE OR FAINTING?	YES/NO	<input type="checkbox"/> Oral or dental sepsis should be under adequate treatment
5. MENTAL OR NERVOUS BREAKDOWNS?	YES/NO	<input type="checkbox"/> Sores or boils
6. HEART COMPLAINTS?	YES/NO	<input type="checkbox"/> Nail biters
7. DISORDERS OF EYES / EARS/ NOSE/ THROAT?	YES/NO	<i>For night workers only</i> Have you worked any night shifts before in the past? YES/NO
8. HAVE YOU OR ANY OF YOUR RELATIVES HAD TB OR ANY INFECTIOUS DISEASES?	YES/NO	What type of work was this?.....
9. HAVE YOU EVER BEEN INFORMED THAT YOU ARE A CARRIER OF SALMONELLA?	YES/NO	How long have you been working night shifts?
10. DIABETES OR GLANDULAR COMPLAINTS?	YES/NO	Have you ever suffered health problems directly related to working night shifts? YES/NO
11. HAVE YOU EVER BEEN DISMISSED FROM OR REFUSED EMPLOYMENT ON HEALTH GROUNDS?	YES/NO	If 'Yes' please give details
12. JAUNDICE OR ANAEMIA?	YES/NO
13. ANY STAPHYLOCOCCAL INFECTIONS LIKELY TO CAUSE FOOD POISONING?	YES/NO	If you have answered 'YES' to question 1-16, please give details:.....
14. HEPATITIS	YES/NO
15. ASTHMA?	YES/NO	Are you receiving medical treatment at present? YES/NO
16. ARE YOU A NAIL BITER?	YES/NO	If 'YES' please give details

DECLARATION OF GOOD FAITH:-

To the best of my knowledge and beliefs this information given above is correct. I understand that if i am appointed and this information is inaccurate i am liable to dismissal. I also undertake to inform frontline of any change to the above information.

YOUR SIGNATURE..... DATE.....

Important Information

Please read and provide the relevant information as required;

1. Equal opportunities statement

Frontline Recruitment 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.

Frontline Recruitment 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. Frontline Recruitment 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.

2. Criminal Convictions (Please delete clearly as appropriate)

Do you have any unspent* criminal convictions? **Yes/No**

If yes, state convictions and dates

*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of Frontline Recruitment, 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.**

3. Permission to work in the UK

If you are a National of one of the following countries you can enter and work in the UK without any restrictions:-

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Irish Republic, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom.

Do you have immigration permission to work in the UK? **Yes/No**

(delete clearly as appropriate)

In line with Home Office 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 Frontline Recruitment for temporary work

4. 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**

(please delete clearly as appropriate)

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.....

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?

Please specify

5. Holiday Entitlement

The holiday year runs from 1 December to 30 November each year. You are entitled to 5.6 weeks paid leave per year, pro rata if you join part way through the year. All leave must be taken before 30 November, it cannot be carried forward into the next year. You must notify Frontline Recruitment if you wish to book a holiday, giving at least 2 weeks notice.

Data Protection Statement

The information that you provide on our application forms and on any CV given will be used by Frontline Recruitment 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 any other way permitted or required by law.

Candidate Declaration – By Signing below I agree to the following

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 am prepared to work in more than one post region. Frontline Recruitment requires you to sign a contract for services and whilst you are onsite at a client's premises you will observe the Rules & Regulations and adhere to them. To reduce the possibility of theft companies may require to spot search your vehicle and person and may also require you to be tested for alcohol or drugs.

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