



REGISTRATION FORM

SECTION ONE-PERSONAL DETAILS

Name:

Address:

E-Mail Address:

Main Contact Number:

Where did you first hear about Optimum Appointments?

SECTION TWO-CANDIDATE TERMS OF BUSINESS

The following is a legal requirement under the Conduct of Employment Agencies and Employment Businesses Regulations 2003.

Agreement to Optimum Appointments Candidate Terms of Business

Optimum Appointments Ltd are to provide you permanent recruitment services that is to say we will act as an agency as defined under The Employment Agencies Act 1973.

You authorise Optimum Appointments Ltd to seek work on your behalf.

Name:

Signature:

Date:

SECTION THREE-EQUAL OPPORTUNITIES

We are legally obligated to ask for your gender and age for Equal Opportunities monitoring and to adhere to the legislation that governs the recruitment industry, namely the Employment Agencies Act 1973 and/ or the Conduct of Employment Agencies and Employment Businesses Regulations 2003.

The information you provide here will also help us to monitor the effectiveness of our own Equal Opportunities policy and is for our own internal monitoring purposes only.



Gender Male Female

Nationality

Under the Disability Discrimination Act do you have to your knowledge any physical or mental impairment? Yes/No

If Yes, please provide details:

Are there any reasonable adjustments that could be made in order for you to carry out the job for which you are applying? If Yes, please specify

Please indicate your ethnic origin:

White YES/NO

White British YES/NO

White Non-British YES/NO

Mixed YES/NO

Asian YES/NO

Asian British YES/NO

Black Non-British YES/NO

Black British YES/NO

Chinese YES/NO

Chinese British YES/NO

Other - please specify

Signed:

Date:

SECTION FOUR-ELIGIBILITY TO WORK IN UK

UK Legislation requires all candidates to provide appropriate evidence for applications for all types of employment.

National Insurance Number

We will require a copy of your passport or photo driving licence and National Insurance Number, or UK identity card or similar ID on file.

Please scan these documents, and email with completed registration form to, info@optimumappointments.com, or alternatively post to Optimum Appointments Ltd, 42 Sutton Road, Maidstone, Kent, ME15 9AL



SECTION FIVE-CANDIDATE DECLARATION

I hereby confirm that I am in good health, and have no unspent criminal convictions. I also confirm that I am eligible to work in full time permanent employment for any EU employer.

You have my authority to Seek references from previous employers, and upon successfully placement by Optimum Appointments Ltd, I confirm that you are able to seek references from my current employer.

I confirm that to the best of my Knowledge the information contained on my c.v is correct and true. I have omitted no facts that could affect future employment, and accept responsibility if it is found that I deliberately gave false or misleading information.

I will inform optimum Appointments Ltd immediately of any circumstances that may affect my work, such as changes to health, subsequent pending prosecutions or convictions, which may arise whilst I am registered for permanent work.

I agree that the above information given on my application may be used for registration purpose under the Data protection Act,1988.

Candidate Name:

Candidate Signature:

Date of Declaration: