



## Candidate Registration Form

### PERSONAL DETAILS

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

CV supplied? Yes / No

Postcode: \_\_\_\_\_

email address: \_\_\_\_\_

Tel - Mobile: \_\_\_\_\_

Tel - Home: \_\_\_\_\_

Do you have a current driving licence? Y / N

Do you have your own transport? Yes/No (please state type)

Driving Licence Number: \_\_\_\_\_

Digi-Tacho Card: Yes/No

Current Salary: \_\_\_\_\_

Other Qualifications : \_\_\_\_\_

Next of kin: \_\_\_\_\_

Manual Handling / Health and Safety Training:

Yes/No (if yes where gained) \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Criminal Record: Yes/No (Details if yes) \_\_\_\_\_

Telephone No: \_\_\_\_\_

### ELIGIBILITY TO WORK IN THE UK/ROI

PROOF OF RIGHT TO WORK SEEN: \_\_\_\_\_ National Insurance No: \_\_\_\_\_

**If you have no NI number, by what means are you eligible to work within the UK / Republic of Ireland ?**

**NON EU** :Type of Visa / Work Permit: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**DECLARATION:** I confirm that the information provided on this form and within my cv is both truthful and accurate. I have omitted no facts that could affect my future work. I understand that any engagement entered into is subject to documentary evidence of either my National Insurance Number or my right to work in the UK, verification of any professional qualifications and, in the case of temporary assignments, subject to satisfactory references. I confirm that any information on this form may be used in connection with the search for work subject to the Data Protection Act 1998. I will inform D & A Recruitment Ltd of any subsequent criminal convictions which may arise whilst I am registered for permanent or temporary work. I understand any details from police checks that I have provided can be forwarded to a potential employer.

I understand and accept that any fines incurred whilst under assignment will be deducted from future payments and that any damages incurred whilst on assignment may be deducted from future payments to a maximum of £500.

By signing this you authorise D&A Recruitment to perform an online driving licence check on your behalf using the DVLA/GOV website.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PREVIOUS EMPLOYMENT DETAILS 1**

Organisation Name: \_\_\_\_\_ Position Held: \_\_\_\_\_

Referee Name: \_\_\_\_\_ Referee Position: \_\_\_\_\_

Referee Contact Number: \_\_\_\_\_

Referee Comments: \_\_\_\_\_

Dates: From – To - Salary/Rate: \_\_\_\_\_

Notice Period: \_\_\_\_\_ Work Benefits: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Main functions of job/achievements/projects worked on: \_\_\_\_\_

**PREVIOUS EMPLOYMENT DETAILS 2**

Organisation Name: \_\_\_\_\_ Position Held: \_\_\_\_\_

Referee Name: \_\_\_\_\_ Referee Position: \_\_\_\_\_

Referee Contact Number: \_\_\_\_\_

Referee Comments: \_\_\_\_\_

Dates: From – To - Salary/Rate: \_\_\_\_\_

Notice Period: \_\_\_\_\_ Work Benefits: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Main functions of job/achievements/projects worked on: \_\_\_\_\_

We will be contacting your nominated referees and you agree that your happy for us to contact them. Should we experience delays in verifying your employment history, please make yourself available to help. Failure to provide suitable or accurate references could hinder your chances of finding a suitable assignment

**TEMPORARY WORK ONLY**

PAYE / Payroll Company  Ltd Company  VAT Registered

Ltd Company Name: \_\_\_\_\_ Company Registration No.: \_\_\_\_\_ Registration No.: \_\_\_\_\_

Bank A /C Number: \_\_\_\_\_ Bank Sort Code: \_\_\_\_\_

**D & A Recruitment Ltd**  
Moorfield Road  
Cambridge  
CB22 4PS

Bedford: 01234 889333  
Cambridge: 01223 661100  
Essex: 01799 540261  
Peterborough : 01733 260865  
Web: [www.da-rec.co.uk](http://www.da-rec.co.uk)  
Company Registration No.: 07986314

## Work seeker's agreement

D&A Recruitment Limited provide work seeking services to registered candidates. Where work is found, D&A Recruitment Limited provides arrangements for candidates to provide services to our clients: either via a direct engagement with our client or supply via an intermediary company. If D&A Recruitment Limited finds suitable work which a candidate wishes to undertake, a separate agreement will be entered into at this point in accordance with one of the two aforementioned engagement channels.

In order to enable D&A Recruitment Limited to offer and locate work on your behalf, you are required to sign and return the present 'Work seeker's agreement'. D&A Recruitment Limited shall only seek work on your behalf on the basis set out in this agreement.

We are D&A Recruitment Limited of Moorfield Road, Duxford, Cambridge CB22 4PS (hereafter referred to as "the Company", "we", "us" and "our/s").

You are (Name): .....

Of address: .....

..... (hereafter referred to as "Work Seeker", "you" and "your/s").

### **Our services**

1. Whilst your personal details are registered on our database, it is agreed that:

- (a) We may search for opportunities for you from time to time and at our absolute discretion. If we consider any opportunity may be suitable for you to undertake, we may inform you of the opportunity.
- (b) Where appropriate, we may arrange an interview with a client and may conduct negotiations with clients. However, we offer no guarantee that when you are informed of an opportunity that the client will make an offer of work to you.
- (c) We have no obligation to provide you with any information or service other than as stated in this agreement or required by law.
- (d) We do not guarantee that any work will be found and we do not accept any liability if we do not locate any such work for you, nor do we guarantee that any work found will be suitable for you.
- (e) You accept that a client may withdraw an opportunity at any time before an engagement, and, whilst we shall endeavour to obtain accurate information from a client, whether as to a role, duration, nature of the work or otherwise, we cannot guarantee its accuracy.
- (f) We may remove your registration details from our database at any time.

### **Your personal details**

2. In consideration of registration of your personal details on our database, you agree:

- (a) To provide us with a full and accurate summary of your personal employment history, proper evidence of your entitlement to work in the United Kingdom and evidence of any qualifications, such as certificates or diplomas, all in accordance with the applicant registration form.
- (b) To provide us with any information we reasonably request which is relevant to the decision of a client to engage you. We do not routinely operate health screening but in some cases we may request details relating to your health where this may affect your ability to perform tasks which are intrinsic to the role. We may also request details of any criminal convictions in accordance with our statutory obligations.
- (c) To notify us immediately of any change in any of the information that you have provided to us at any time.
- (d) To our retention and use of all information and documents we obtain, either from you or from any other party relating to you, for the purpose of both our work finding services and our statutory obligations.
- (e) To the provision of such information and documentation to a client and relevant use by the client. You may withdraw your consent by notice in writing to us at any time.

(f) At our request to provide us with names and contact details of suitable referees.

**General Terms**

3. It is further agreed that:

- (a) Where you are engaged by a client, whether directly or via a third party of your choice, you will be solely responsible for the contractual arrangements between you and the client or any third party.
- (b) This agreement may be terminated by either party giving one week's written notice to the other.
- (c) This agreement is the sole agreement between you and us and supersedes any previous agreement, whether written or oral.
- (d) You have not relied on any representations made by us that are not set out in this agreement.
- (e) This agreement may only be varied by the written agreement of both parties.
- (f) If any provision of this agreement (or part of a provision) is found by any court or administrative body of competent jurisdiction, to be invalid, unenforceable or unlawful, the other provisions shall remain in force.
- (g) If any invalid, unenforceable or unlawful provision would be valid, enforceable or lawful if some part of it were deleted, the provision shall apply with whatever modification is necessary to give effect to the commercial intent of the parties.
- (h) The Laws of England and Wales govern this agreement and the English Courts have sole jurisdiction.
- (i) you will not be directly be Employed/Engaged by D&A Recruitment Ltd.
- (J) I authorise D&A to pass my details on to thirds parties and or their payroll providers.

**Agreement**

You and the Company accept and agree the terms of this Work seeker's agreement by signing below.

Signed by the Work Seeker: .....

Print Name: .....

Date: .....

## Medical Questionnaire - Private and Confidential

This questionnaire is to determine your capacity to work safely. Records of this questionnaire and other health procedures are confidential and will be kept with appropriate safeguard for privacy and confidentiality. No identifiable information will be released without your written authorisation.

Have you ever had any for the following? Please tick or mark your answer Yes or No

Condition	YES	NO	Condition	YES	NO
Fits, fainting attacks, blackouts or epilepsy			Kidney or bladder disorders		
Episodes of dizziness or vertigo			Hernia		
Problems with your ears or hearing			Hay fever or allergies		
Problems with your eyes, vision or colour perception			Back pain, arthritis or joint pain		
Problems with your eyes, vision or colour perception			Diabetes		
Heart trouble or high blood pressure			Nervous or mental illness		
Respiratory conditions, asthma or persistent cough			Skin disorders		
Stomach disorders, frequent or disabling stomach pain			Severe or frequent headaches		
Bowel disorders, frequent diarrhea, vomiting or abdominal pain			Hospital admissions for illness, operations or accidents		

If yes to any of the above please give further details: \_\_\_\_\_

Are you receiving any treatment or medication from a doctor at present? If yes please give details: \_\_\_\_\_

Do you consider yourself disabled in any way? If yes, what is your disability? \_\_\_\_\_

Do you suffer from any medical condition that prevents you from undertaking specific duties? \_\_\_\_\_

Have you been absent from work due to illness for more than seven days in the last twelve months? \_\_\_\_\_

So far as you know, do you suffer from any medical condition that may be exacerbated by night work? \_\_\_\_\_

I declare that the information I have given in this questionnaire is to the best of my knowledge and belief true and complete. I understand that the failure to disclose information or giving false information may result in the termination of my contract and employment.

Name: .....

Signed: .....

Print Name: .....

Date: .....