

# Standardlinks

## Recruitment

Standardlinks Recruitment Ltd.

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Lee-On-The-Solent,

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United Kingdom.

Phone: (+44) 7470 -299-294

Email: info@standardlinksrecruitment.net



## REGISTRATION FORM

### PERSONAL DETAILS

Surname

Title

First Name(s)

Male

Female

Date of Birth

NI Number

Current Address

Mobile Phone

Home Phone

Post Code

Email

Nationality.

Passport No.

Do you drive?

Yes

No

Driving Licence No.

### NEXT OF KIN (TO BE NOTIFIED IN CASE OF EMERGENCY)

Name

Relationship to You

Address

Mobile Phone

Home Phone

## EDUCATION, TRAINING AND QUALIFICATIONS

### SECONDARY AND FURTHER EDUCATION

Name of School/College/University	Qualifications currently studying	Date from/to

Name of School/College/University	Qualifications and Grade Obtained	Dates from/to

## YOUR WORK HISTORY

Please ensure you complete this section even if you have a Curriculum Vitae. It is required that 'Employment history should be recorded on an application form which is signed'. Please ensure that you leave no gaps unaccounted for and it covers 10 years, or up to you education. Please use a continuation sheet if necessary.

Dates From/To (Month/Year)		Employer	
Position Title		Grade	
Main Responsibilities	Work Address		
Reason for Leaving			

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## YOUR WORK HISTORY Continued...

Please ensure you complete this section even if you have a Curriculum Vitae. It is required that 'Employment history should be recorded on an application form which is signed'. Please ensure that you leave no gaps unaccounted for and it covers 10 years, or up to you education. Please use a continuation sheet if necessary.

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## REFERENCES

Please give the names and addresses of two people from whom references may be obtained. One of these must be your present and most recent employer or agency whom we may approach for a nursing reference, excluding relatives . Please remember that the two references must cover the last 3 year period.

1. Name	<input type="text"/>		
Position/Grade	<input type="text"/>	Is this referee senior to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Work Address	<input type="text"/>		
Phone Number	<input type="text"/>		
Email	<input type="text"/>		
How long has this person known you?	<input type="text"/>	May we contact this person prior to your interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. Name	<input type="text"/>		
Position	<input type="text"/>	Is this referee senior to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Work Address	<input type="text"/>		
Phone Number	<input type="text"/>		
Email	<input type="text"/>		
How long has this person known you?	<input type="text"/>	May we contact this person prior to your interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## WORK PREFERENCES

When are you able to work?

Mornings  Afternoons  Occasional Weeks

Full Time  Part Time  Evenings  Nights  Weekends

Date Available to Commence:

Please state the specialised areas in which you feel competent and confident to work:

1st Choice

2nd Choice

3rd Choice

Would you be willing to work at short notice?

Yes  No

Do you have any commitments that reduce your flexibility to work?

Yes  No

If yes, please state:

Please list any other agencies you are currently registered and work for:

## COMPETENCIES, SKILLS AND EXPERIENCE

### GENERAL COMPETENCIES

Level of competency of the English Language

Written:

Fluent  Good  Fair

Spoken:

Fluent  Good  Fair

Have you passed each of the academic modules of the IELTS test?

Yes  No

Please provide copies of all IELTS certificates held by you.

## DECLARATIONS

### DISCLOSURE AND BARRING SERVICE (DBS)

The Disclosure and Barring Service (DBS - formerly Criminal Records Bureau CRB) is the executive agency of The Home Office responsible for conducting checks on criminal records. We are a registered body for receipt of DBS disclosure information. Our clients insist on agencies making informed recruitment decisions which require DBS checks to be done. It is a condition of proceeding with your application that you apply for a DBS.

The disclosure will be compared with the information given below and any inconsistencies could invalidate your application or lead to the cancellation of your registration with us.

### REHABILITATION OF OFFENDERS ACT 1974 AND CRIMINAL RECORDS

By virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 1986 the provision of section 4.2 of the Rehabilitation of Offenders Act 1974 do not apply to any employment which is concerned with the provision of health services and which is of such a kind to enable the holder to have access to persons in receipt of such services in the course of his/her normal duties. You should therefore list all offences below even if you believe them to be 'spent' or 'out of date' for some other reason.

Have you been convicted of a criminal offence?

Yes

No

Have you ever been cautioned or issued with a formal warning for a criminal offence?

Yes

No

If you have answered 'yes' to either of the above questions please list details including dates below.

Signature

Date

**RIGHT TO WORK**

It is a legal requirement that before any offer of work can be made all candidates provide the company with confirmation of their eligibility to work in the UK by providing one of the original documents detailed below.

A passport which describes the holder as a British Citizen or as having a right of abode in the United Kingdom or a passport or other travel document to show that the holder has INDEFINITE LEAVE TO REMAIN in the United Kingdom and is not precluded from taking the work in question.

A passport or identity card issued by a State which is a party to the European Union and EEA agreement and which describes the holder as a national or a state which is a Party to that agreement.

A letter issued by the Home Office or the Department of Education and Employment indicating that the person named in the letter has permission to take agency work in question or a biometric residence permit.

**WORKING TIME DIRECTIVES**

The European Union has laid down guidelines for all workers, governing the length of the maximum working week that it is safe to work. The current limit is 48 hours per week. You are under no obligation to accept work offered to, therefore you will never be compelled to work more than 48 hours per week but you may choose to do so. Please confirm that you have read and understood this information by indication your preference below.

I DO NOT wish to work more than 48 hours per week

I DO wish to work more than 48 hours per week

Signature

Date

**REGISTRATION FORM DECLARATION**

I declare that all information given in this registration form is to the best of my knowledge complete and accurate in all respects and that I am eligible to work in the UK.

I understand that any false or misleading information may result in my removal from **Standardlinks register of members**

Signature

Date

Print Full Name



Date sent:                      Signature:                      Date received:                      Signature:

Reference 1

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Reference 2

Date application form received:

Date fully registered:

NI Card/Gov. Letter

Interview:

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Date:

Interviewer:

Comments:

Date commenced work: