

# APPLICATION FORM



“Working in Partnership with You”

**P.S Recruitment Specialists Ltd**  
**11<sup>th</sup> Floor, Regent House, Heaton Lane, Stockport, SK4 1BS**  
**T: 0161 475 1702 F: 0161 475 1704**

P.S Recruitment Specialists Ltd is committed to a policy of equal opportunities for all work seekers and shall adhere to such policy at all times and will review on an ongoing basis on all aspects of recruitment to avoid unlawful or desirable 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.

P.S Recruitment Specialists Ltd 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. P.S Recruitment Specialists Ltd will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required.

<b>POSITION APPLIED FOR</b>	
<b>DATE APPLIED</b>	

**PERSONAL INFORMATION**

<b>Title</b>	
<b>Forename</b>	
<b>Surname</b>	
<b>Maiden Name</b>	
<b>Any Past Names</b>	

<b>Date of Birth</b>	
<b>Nationality</b>	
<b>Town, City and Country of Birth</b>	
<b>Date you came into the UK to Live and Work</b>	

<b>Current Home Address</b>	
<b>Landline</b>	
<b>Mobile</b>	
<b>Email</b>	

**TRANSPORT**

Do you hold a full clean driving licence?	
Please highlight any endorsements (use separate sheet if required)	
Do you have regular use of a car?	
How far can you travel?	

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**TO BE COMPLETED BY NON EEC NATIONALS**

Date of entry into the UK (month and year)	
Do you have immigration permission to work in the UK?	

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. This is as evidence of your right to work in the UK, if you are to be engaged by P.S Recruitment Specialists Ltd for temporary work.

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**EMERGENCY CONTACT DETAILS**

Contact Name	
Contact Address	
Contact Phone	
Their Relationship to You	

Doctors Name	
Doctors Address	
Doctors Phone	

**EMERGENCY PERSONAL DETAILS**

<u>Height:</u>	<u>Eye Colour:</u>
<u>Identifying Marks:</u> (Scars/Tattoo's/Etc)	

**BANK DETAILS**

<b>Name on Account</b>	
<b>Name of Bank</b>	
<b>Address of Bank</b>	
<b>Account Number</b>	
<b>Sort Code</b>	
<b>National Insurance Number</b>	

Please ensure that the bank details supplied are correct as these will be used for wages. Salaries will be credited directly to your account every Friday one week in arrears. This will include your holiday pay.

### **HEPATITIS B STATUS**

I take full responsibility for entering into employment with P.S Recruitment Specialists Ltd before completing my full course of inoculations against Hepatitis B. I have been advised and am aware that the inoculations have to be completed; however the position does not depend on this.

<b>Signed</b>	
<b>Dated</b>	

### **STUDENT DECLARATION** (for students only)

<b>I am a full time student at:</b>	
<b>I am completing a course in:</b>	
<b>Started Date:</b>	
<b>Finish Date:</b>	
<b>Signed</b>	
<b>Dated</b>	

Signing this declaration allows P.S Recruitment Specialists Ltd to contact my College or University to verify that the information I have given is correct.

### **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 disabilities or health issues which may make it difficult for you to carry out functions which are essential for the role you seek?

Yes		No		
If 'Yes' please specify (use separate sheet if required)				

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 (use separate sheet if required)	
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### **EDUCATION AND QUALIFICATIONS**

Please include all details of training and qualifications that you have completed or are about to complete.

#### **Relevant Social Care Course**

Training / Qualification Name	Date Gained

### **DISCLOSURE**

I hereby declare that: **I have / I have not** (delete as appropriate) been part of any disciplinary action or misconduct proceedings during my employment history.

If you have been part of any disciplinary or misconduct procedures, please describe in the boxes below. Stating dates, employer and outcome. Failure to disclose may affect your registration.


**WORK / LIFE HISTORY**

- **FILL IN YOUR WORK / LIFE HISTORY FROM: AGE 16 YRS TO PRESENT DATE.**
- **ANY GAPS IN EMPLOYMENT MUST BE ACCOUNTED FOR. EG: TRAVELLING / MATERNITY LEAVE / RAISING CHILDREN / UNEMPLOYED / MOVING HOUSE / ETC.**
- **THERE IS A WORK / LIFE HISTORY SUMMARY FORM AT THE BACK. PLEASE COMPLETE.**

<b>Current Employer, Business Name and Address</b>			
<b>From: (Month/Year)</b>		<b>To: (Month/Year)</b>	
<b><u>Duties and Responsibilities (Include Notice Period Required):</u></b>			
<b>Current Salary &amp; Benefits:</b>		<b>Job Title:</b>	

<b>Previous Employer, Business Name and Address</b>			
<b>From: (Month/Year)</b>		<b>To: (Month/Year)</b>	
<b><u>Duties and Responsibilities:</u></b>			
<b>Salary &amp; Benefits:</b>		<b>Job Title:</b>	
<b>Reason for Leaving:</b>			

<b>Previous Employer, Business Name and Address</b>			
<b>From: (Month/Year)</b>		<b>To: (Month/Year)</b>	
<b><u>Duties and Responsibilities:</u></b>			
<b>Salary &amp; Benefits:</b>		<b>Job Title:</b>	
<b>Reason for Leaving:</b>			

<b>Previous Employer, Business Name and Address</b>			
<b>From: (Month/Year)</b>		<b>To: (Month/Year)</b>	
<b><u>Duties and Responsibilities:</u></b>			
<b>Salary &amp; Benefits:</b>		<b>Job Title:</b>	
<b>Reason for Leaving:</b>			

<b>Previous Employer, Business Name and Address</b>			
<b>From: (Month/Year)</b>		<b>To: (Month/Year)</b>	
<b><u>Duties and Responsibilities:</u></b>			
<b>Salary &amp; Benefits:</b>		<b>Job Title:</b>	
<b>Reason for Leaving:</b>			

<b>Previous Employer, Business Name and Address</b>			
<b>From: (Month/Year)</b>		<b>To: (Month/Year)</b>	
<b><u>Duties and Responsibilities:</u></b>			
<b>Salary &amp; Benefit:</b>		<b>Job Title:</b>	
<b>Reason for Leaving:</b>			

<b>Previous Employer, Business Name and Address</b>			
<b>From: (Month/Year)</b>		<b>To: (Month/Year)</b>	
<b><u>Duties and Responsibilities:</u></b>			
<b>Salary &amp; Benefit:</b>		<b>Job Title:</b>	
<b>Reason for Leaving:</b>			

**REFEREES**

Please give full details of: **1. Your Most Current Employer.**  
**2. Three Other Employers in the Social Care Sector.**

References Must Come From Business Emails, Provide a Company Stamp or a Business Letterhead.

**Referee 1**

<b>Name</b>	
<b>Position</b>	
<b>Business Name</b>	
<b>Business Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>How long have you known them?</b>	

**Referee 2**

<b>Name</b>	
<b>Position</b>	
<b>Business Name</b>	
<b>Business Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>How long have you known them?</b>	

### Referee 3

<b>Name</b>	
<b>Position</b>	
<b>Business Name</b>	
<b>Business Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>How long have you known them?</b>	

### Referee 4

<b>Name</b>	
<b>Position</b>	
<b>Business Name</b>	
<b>Business Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>How long have you known them?</b>	

Please be aware that as you are working with vulnerable people, these references, with the referees' permission, can be passed on to a third party at their request, if you are offered a position with P.S Recruitment Specialists Ltd.

The third party concerned would be limited to P.S Recruitment Specialists Ltd.'s clients. Do you give permission to P.S Recruitment Specialists Ltd to contact these referees including current and past employers?

<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Signed</b>			
<b>Dated</b>			
<b>Print Full Name</b>			

## **REHABILITATION OF OFFENDERS ACT**

The Rehabilitation of Offenders Act (ROA) 1974 applies to England, Scotland and Wales, and is aimed at helping people who have been convicted of a criminal offence and who have not re-offended since.

Anyone who has been convicted of a criminal offence where the sentence was under 2.5 years in prison, benefits from the Act, so long he or she is not convicted again during the 'rehabilitation period'. Their conviction then becomes 'spent'. It is the sentence imposed by the courts that counts, even if it is a suspended sentence, not the time actually spent in prison.

Once a conviction is 'spent', the convicted person does not have to reveal it or admit its existence in most circumstances. However, there are two main exceptions which relate to people working with children or vulnerable adults. In these cases someone applying for a role is required to reveal all convictions, both spent and unspent, unless the current filtering rules apply.

Please read the next few pages carefully.



Disclosure &  
Barring Service

### **Filtering rules for criminal record check certificates**

**For those 18 or over at the time of the offence:**

**An adult conviction will be removed from a DBS criminal record certificate if:**

- 11 years have elapsed since the date of conviction; and
- it is the person's only offence, and
- it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the list of offences relevant to safeguarding. If a person has more than one offence, then details of all their convictions will always be included.

**An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.**

**For those under 18 at the time of the offence:**

- The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years
- The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

*The above text is provided by the Disclosure and Barring Service (DBS) copied here under the [Open Government Licence](#)*

**CRIMINAL RECORD CHECKS**

**Filtering Rules:** - As of 29 May 2013 you are no longer required to disclose information about any 'filtered' offences. You are not required to disclose on any part of this form any convictions or cautions that have been 'filtered'. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](#)

Subject to the filtering rules, failure to declare a conviction that you must to disclose, may require us to exclude you from our register or terminate an assignment, if the offence is not declared, but later comes to light.

**SECTION 1:**

Name: .....

Do you have any unspent\* criminal convictions?

Yes / No (delete as applicable)

If yes, please list your criminal convictions and their dates below, subject to the filtering rules (see above). The information you give will be treated in confidence and only taken into account where, in the reasonable opinion of PS Recruitment Specialists Ltd, the offence is relevant to the post for which you are applying.


\*A conviction will become spent after a 'rehabilitation period'. A list of these periods is shown on the next page and will depend on the sentence received.

**SECTION 2:**

As an exception to the Rehabilitation of Offenders Act 1974, for certain roles and professions, you are required to disclose all spent and unspent convictions. The DBS checks: eligibility guidance (shown overleaf) reflects the page concerning the area of work you are applying for and explains who is eligible for DBS checks, but anyone doing such work, must disclose spent and unspent convictions (subject to the filtering rules). If this is relevant to work that you are seeking, please list all criminal convictions (spent and unspent) and their dates below, subject to the filtering rules.

If this section does not apply to you, please write 'not applicable'


Signed: .....Date: .....

## REHABILITATION PERIODS

**NOTE: Sentences of imprisonment of more than 48 months can never be spent.**

<b>Sentence</b>	<b><i>Rehabilitation period for adult offenders</i></b>	<b><i>Rehabilitation period for young offenders under the age of 18</i></b>
<b>Imprisonment of more than 30 months and up to or consisting of 48 months</b>	7 years from the date the sentence is completed	42 months from the date the sentence is completed
<b>Imprisonment of more than 6 months and up to or consisting of 30 months</b>	48 months from the date the sentence is completed	24 months from the date the sentence is completed
<b>Imprisonment for 6 months or less</b>	24 months from the date the sentence is completed	18 months from the date the sentence is completed
<b>Dismissal from HM's Service</b>	12 months from the date of conviction	6 months from the date of conviction
<b>Detention</b>	12 months from the date the sentence is completed	6 months from the date the sentence is completed
<b>Fine</b>	12 months from the date of conviction	6 months from the date of conviction
<b>Compensation order</b>	The date on which the payment is made in full	The date on which the payment is made in full
<b>Community or youth rehabilitation order</b>	12 months from the date provided for by or under the order	6 months from the date provided for by or under the order
<b>A relevant order</b>	The date provided for by or under the order	The date provided for by or under the order

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## **DBS checks: eligibility guidance**

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for, or are currently undertaking, is listed as an exception under the act. See Below.

<b>Positions eligible for DBS checks taken from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975</b>
Any work which is currently defined as regulated activity relating to children within the meaning of Schedule 4 Part 1 of the Safeguarding Vulnerable Groups Act 2006.
Any work which was defined as regulated activity relating to children within the meaning of Schedule 4 Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012.
Any work which is currently defined as regulated activity relating to adults within the meaning of Schedule 4 Part 2 of the Safeguarding Vulnerable Groups Act 2006.
Any work which was defined as regulated activity relating to vulnerable adults within the meaning of Schedule 4 Part 2 of the Safeguarding Vulnerable Groups Act before the coming into force of sections 65 and 66 of the Protection of Freedoms Act 2012 on 10th September 2012.
Any office or employment which is concerned with: <ul style="list-style-type: none"> <li>a) the provision of care services to vulnerable adults.</li> <li>b) the representation of, or advocacy services for, vulnerable adults by a service that has been approved by the Secretary of State or created under any enactment; and which is of such a kind as to enable a person, in the course of his normal duties, to have access to vulnerable adults in receipt of such services.</li> </ul>
Any work in a regulated position within the meaning of Part 2 of the Criminal Justice & Court Services Act 2000. This does not include those working with 16/17 year olds on work experience.
Any work in a further education institution or 16 to 19 Academy where the normal duties of that work involve regular contact with children.
Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children.
Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of vulnerable adults within the meaning of section 59 of the Safeguarding Vulnerable Groups Act 2006 as it had effect immediately before the coming into force of section 65 of the Protection of Freedoms Act 2012.

<b>Professions eligible for DBS checks taken from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975</b>
Healthcare Professional – A person who is regulated by a body mentioned in subsection (3) of section 25 of the National Health Service Reform and Health Care Professions Act 2002.
Barrister (in England and Wales), solicitor.
Chartered accountant, certified accountant.

**DISQUALIFICATION FROM CARING FOR CHILDREN REGULATIONS (DCCR)**  
**DISCLOSURE**

**Owing to the nature of work for which you are applying, it is a statutory requirement that you complete this declaration. Applicants are not entitled to withhold this information.**

The Disqualification for Caring for Children Regulations was effective from 1 April 2002. The Regulations originate from the Children Act 1989 and Care Standards Act 2000. The Regulations stipulate that an individual who has been disqualified from caring for children for the following reasons cannot work with children either in an employed capacity or voluntary basis:

- a person who has been disqualified from being a private foster carer
- a parent of a child to whom a Care Order has been made at any time (S31 of the Children Act [CA])
- a Care Order has been made at any time with respect to a child so as to remove that child from his/her care or prevent the child living with him/her (S31 of CA)
- a supervision requirement has been imposed at any time with respect to a child so as to remove that child from his/her care
- a person's rights and powers with respect to a child have at any time been vested (transferred to a local authority)
- has been convicted of an offence against a child
- a person who has (i) been refused registration of a children's home, and/or (ii) registration of a children's home has been cancelled and/or (iii) a person has been concerned in the management of or had any financial interest in a children's home in respect of which the registration of any person has been cancelled
- a person who has at any time been refused registration in relation to a voluntary home or a children's home
- a person in respect of whom (i) a prohibition has been imposed at any time, and/or (ii) a notice in writing has been given by a Health and Social Services Board (NCSC/SSI)
- a person who has at any time been refused registration in respect of the provision of nurseries or day care or for child minding or had any such registration cancelled.

**PLEASE COMPLETE THE FOLLOWING SECTION:**

**Have you ever breached or have been found guilty of any of the above?**

**Please state clearly either:**  **YES** or  **NO**

**If Yes, Please give details:**

.....  
.....  
.....

**Name:** .....

**Sign:** .....

**Date:** .....

I declare that the information I have provided is true and understand that any falsification of information will be judged as serious misconduct and may result in dismissal.

**DBS INFORMATION**

Please be advised that an Enhanced DBS Disclosure will be requested in order to move forward with your registration.

All applicants are liable to pay for their own Enhanced DBS Disclosure which currently costs:

Enhanced Disclosure - £62.50 (inc VAT) – This is inclusive of the umbrella body administration charge.

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**DATA PROTECTION STATEMENT**

The information that you provide on this form will be used by P.S Recruitment Specialists Ltd 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 at present, to detect crime, to protect public funds or in other ways permitted or required by law.

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Please provide details below of any agencies you are currently registered with or have been registered with and what your placement was there.

Agency	Placement Details	Hourly Rate

**DECLARATION**

- I hereby declare that the information given is true and correct to the best of my knowledge.
- I consent to my personal data being forwarded to clients, which may also include information on any criminal record if it is highlighted on my Enhanced Level DBS Certificate.
- I consent to references gained, being passed onto potential employers and clients.

If, during the course of a temporary assignment, the client wishes to employ me direct, I acknowledge that P.S Recruitment Specialists Ltd will be entitled to either charge the client an introduction / transfer fee or to agree to the hiring period after which the client will be my employer.

Signed	
Dated	
Print Full Name	

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**NB**

Please indicate how you know about the position applied for:

Universal Job Match	
Our Company Website	
Internet Search	
Current / Former Member of Staff	
• Who	

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**WE HAVE THE FOLLOWING DOCUMENTS FOR YOU TO VIEW SHOULD YOU WISH TO SEE THEM.**

**THEY ARE AVAILABLE IN THE PS RECRUITMENT OFFICE OR ON OUR WEBSITE:**

[www.ps-recruitment.co.uk](http://www.ps-recruitment.co.uk)

- Equal Opportunities and Diversity Policy
- The Recruitment of Ex-Offenders
- The Code of Practice for Disclosure and Barring Service
- Data Protection and Data Retention Policies
- Privacy Notice

# **Applicant Information, Questions and Declaration**

**Please read ALL of the below carefully and answer in full.**

The position you have applied for has been identified as being 'Eligible Position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)* (the Exceptions Order), the *Police Act 1997 (Criminal Records) Regulations (as amended)* and the *Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedom's Act 2012)*. As such, it is eligible for a Standard or an Enhanced level disclosure to be requested through the Disclosure and Barring Service (DBS).

Both Standard and Enhanced level DBS disclosures contain information about an applicant's spent and unspent convictions, cautions and reprimands. Enhanced level disclosures may also include other relevant police information.

Please be aware that the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013* provides that certain spent convictions and cautions will become protected when specific conditions are met and therefore are not subject to disclosure through a DBS criminal record check, and employers cannot take these into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website at: [www.gov.uk/government/disclosure-and-barring-service](http://www.gov.uk/government/disclosure-and-barring-service)

Before you can be considered for appointment in an activity involving contact with vulnerable groups with PS Recruitment Specialists Ltd we need to be satisfied about your character and suitability.

Where the position has, in addition been identified as a Regulated Activity under the *Safeguarding Vulnerable Groups Act (2006) (as amended by the Protection of Freedom's Act 2012)* an Enhanced level DBS disclosure will include information which is held on the Children's and/or Adults barred list(s), as applicable to the position.

PS Recruitment Specialists Ltd aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity, marriage or civil partnership. We undertake not to discriminate unfairly against applicants on the basis of criminal conviction or other information declared.

Prior to making a final decision concerning your application, we shall discuss with you any information declared by you that we believe may have a bearing on your suitability for the position. If we do not raise this information with you, this is because we do not believe that

it should be taken into account. In that event you still remain free, should you wish, to discuss the matter with the interviewing panel. As part of assessing your application, we will only take into account relevant criminal records and other information declared.

The information that you provide in this declaration form will be processed in accordance with the *Data Protection Act 1998*. It will be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud.

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**Please answer *all* of the following questions in this form.** If you answer ‘yes’ to any of the questions, please provide full details in the space indicated. Please also use the space below to provide any other information that may have a bearing on your suitability for the position for which you are applying. You may continue on a separate sheet if necessary, and you may attach supplementary comments should you wish to do so.

**Answering ‘yes’ to any of the questions below will not necessarily bar you from an appointment with PS Recruitment Specialists Ltd. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.**

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**1. Are you currently bound over, or do you have any current unspent convictions or cautions, or have you ever been convicted of any offence by a Court or Court-Martial in the United Kingdom or in any other country?**

NO

YES

If **YES**, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing.

**Please note: you do not need to tell us about parking offences.**

**2. Have you been charged with any offence in the United Kingdom or in any other country that has not yet been disposed of?**

NO

YES

If **YES**, please include details of the nature of the offence with which you are charged, date on which you were charged, and details of any on-going proceedings by a prosecuting body.

**You are reminded that, if you are appointed, you have a continued responsibility to inform us immediately where you are charged with any new offence, criminal conviction or fitness to practise proceedings in the United Kingdom or in any other country that might arise in the future.**

**You do not need to tell us if you are charged with a parking offence.**

**3. Are you aware of any current investigation being undertaken by the NHS Counter Fraud and Security Management Services (NHS CFSMS) following allegations made against you?**

NO

YES

If **YES**, please include details of the nature of the allegations made against you, and if known to you, any action to be taken against you by NHS Counter Fraud and Security Management Services (NHS CFSMS).

**4. Have you been investigated by the Police, NHS CFSMS or any other Investigatory Body resulting in a current or past conviction or dismissal from your employment or volunteering position?**

- NO   
YES

If **YES**, please include details of the nature of the allegations made against you, and if known to you, any action to be taken against you by the Investigatory Body.

**Investigatory bodies include: Local Authorities, Her Majesty's Revenue & Customs (HMRC), Home Office UK Border Agency (UKBA), Department for Business Innovation & Skills (BIS), Department of Work and Pensions (DWP), Security Agencies, Financial Conduct Authority (FCA), Prudential Regulation Authority (PRA). This list is not exhaustive and you must declare any investigation conducted by an Investigatory Body.**

**5. Have you ever been dismissed by reason of misconduct from any employment, volunteering, office or other position previously held by you?**

- NO   
YES

If **YES**, please include details of the employment, office or position held, the date that you were dismissed and the nature of allegations of misconduct made against you.

**6. Have you ever been disqualified from the practise of a profession, or required to practise subject to specified limitations following fitness to practise proceedings, by a regulatory or licensing body in the United Kingdom or in any other country?**

- NO   
YES

If **YES**, please include details of the nature of the disqualification, limitation or restriction, the date, and the name and address of the Licensing or Regulatory Body concerned.

**7. Are you currently or have you ever been the subject of any investigation or fitness to practise proceedings by any Licensing or Regulatory Body in the United Kingdom or in any other country?**

- NO   
YES

If **YES**, please include details of the reason given for the investigation and/or proceedings undertaken, the date, details of any limitation or restriction to which you are currently subject, and the name and address of the Licensing or Regulatory Body concerned.

**8. Are you subject to any other prohibition, limitation, or restriction that means we are unable to consider you for the position for which you are applying?**

- NO   
YES

If **YES**, please include details.

**9. Do you know of any other matters in your background which might cause your reliability or suitability for employment to be called into question?**

- NO   
YES

If **YES**, please include details.

## **DECLARATION**

**IMPORTANT**

The *Data Protection Act 1998* requires us to advise you that we will be processing your personal data. Processing includes: holding, obtaining, recording, using, sharing and deleting information. The *Data Protection Act 1998* defines 'sensitive personal data' as racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, physical or mental health, sexual life, criminal offences, criminal convictions, criminal proceedings, disposal or sentence. Where you are applying for a position which involves regulated activity, this will also include any barring decisions made by the Disclosure and Barring Service (DBS) against the Children's or Adults Barred Lists under the terms of the *Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedom's Act 2012)*.

The information that you provide in this declaration form will be processed in accordance with the *Data Protection Act 1998*. It will be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud.

Once a decision has been made concerning your appointment, PS recruitment Specialists Ltd will not retain this declaration form any longer than necessary. This declaration will be kept securely and in confidence. Access to this information will be restricted to designated persons within the organisation who are authorised to view it as a necessary part of their work.

**In signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above.**

I consent to the information provided in this declaration form being used by PS Recruitment Specialists Ltd for the purpose of assessing my application, and for enquiries in relation to the prevention and detection of fraud.

I confirm that the information that I have provided in this declaration form is correct and complete. I understand and accept that if I knowingly withhold information, or provide false or misleading information, this may result in my application being rejected, or if I am appointed, in my dismissal, and I may be liable to prosecution.

**Please sign and date this form.**

SIGNATURE.....

NAME (in capitals) .....

DATE.....

**If you wish to withdraw your consent at any time after completing this declaration form or you have any enquiries relating to information required in this form, please contact [insert]. All enquiries will be treated in strict confidence.**

**DBS STATUS CHECK PERMISSION**

I ..... give PS Recruitment Specialists Ltd my full permission to carry out random status checks to my online DBS certificate. This will be for the duration of my employment with them.

Name: .....

Signed: .....

Date: .....

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**DRIVING LICENCE CHECK PERMISSION**

I ..... give PS Recruitment Specialists Ltd my full permission to carry out a driver licence check. This is for the purpose of gaining work with a client or for the audits carried out by clients of PS Recruitment Specialists Ltd.

I will also provide a Check Code when it is requested.

Signed .....

Name .....

Date .....

## **ECS CHECK PERMISSION TO VERIFY ONGOING WORK STATUS**

### **Data Protection Statement**

I confirm that as prospective worker or current worker on a contract for service with PS Recruitment Specialists Ltd that:

- I have been told that a right to work check will be carried out
- I give permission for my personal information to be shared with the Home Office

I understand that:

- these details will be processed online on the gov.uk Home Office Employer Checking Service, the Home Office will process the data inputted in accordance with its privacy policy (below) and the Data Protection Act 1998
- the response from the Home Office will also contain personal data and will be treated accordingly

### **Privacy Policy**

The personal information entered on the ECO on line checking form will be used to carry out a Home Office right to work check. It may also be used to support the work of the Home Office and to prevent and detect fraud. The Home Office is the data controller in relation to the information provided, which will be processed in accordance with the Data Protection Act 1998.

The Home Office will send responses only to the email address that the submitting organisation has entered on the form for security reasons. You can read more about how the Home Office uses personal data at:

[www.gov.uk/government/organisations/home-office/about/personal-information-charter](http://www.gov.uk/government/organisations/home-office/about/personal-information-charter)

I understand, that if I refuse or retract my permission to ECS checking, PS Recruitment may be unable to offer me work, as they must be certain of right to work. Without such confirmation they could be breaking the law.

Signed .....

Name .....

Date .....

**RIGHT TO REPRESENT CANDIDATE CONSENT FORM**

I hereby authorize P S Recruitment Specialists Ltd to begin to take steps, commencing today, to attempt to assign me to work for one or other of its clients. This by no means constitutes an employee/employer relationship.

I understand that this Agreement provides no guarantee that PS Recruitment Specialists Ltd will be successful in its attempts to assign me to work and that this agreement therefore does not guarantee me future work assignments with any clients of PS Recruitment Specialists Ltd.

I consent to the collection of my Personal Information\*, as requested by P S Recruitment Specialists Ltd and I understand that this information will be used strictly for the purpose of assisting me in finding a suitable employment opportunity.

I consent to the disclosure of such Personal Information:

to P S Recruitment Specialists clients when, in P S Recruitment Specialists exclusive discretion, the client may provide me with a suitable employment opportunity; and

to the extent necessary, to P S Recruitment Specialists representatives (including, but not limited to, affiliates, partners and contractors) who assist P S Recruitment Specialists in providing full staffing services.

I further consent to the retention of my Personal Information by P S Recruitment Specialists as long as I am utilizing P S Recruitment Specialists placement services.

In the event that I wish to withdraw my consent to the use, disclosure and retention of my Personal Information, I understand that it is my responsibility to inform P S Recruitment Specialists in writing, at which time I will be informed by P S Recruitment Specialists if and/or how such withdrawal may affect the services being provided to me.

I fully understand the above consent statements, and accept same voluntarily, as certified by my signature below.

Signed .....

Name .....

Date .....

\*Personal Information: any information that identifies a candidate as an individual, including but not limited to, a candidate's contact details, resume, information obtained through reference and background checks, educational records, reference letters and skill-testing results.

# **Health Questionnaire To Assess If You Are Fit To Work Nights**

The purpose of this questionnaire is to make sure that you are suited to working at night. All the information you provide will be kept confidential.

## **About you**

Job Title:

Surname:

First and second name/s:

Sex: M [ ] F [ ]

Date of birth:

Permanent address:

National Insurance number:

## **Health conditions**

Do you suffer from any of the following health conditions?

Diabetes	Yes [ ]	No [ ]
Heart or circulatory disorders	Yes [ ]	No [ ]
Stomach or intestinal disorders	Yes [ ]	No [ ]
Any condition which causes difficulties sleeping	Yes [ ]	No [ ]
Chronic chest disorders (especially if night-time symptoms are troublesome)	Yes [ ]	No [ ]
Any medical condition requiring medication to a strict timetable	Yes [ ]	No [ ]
Any other health factors that might affect fitness at work	Yes [ ]	No [ ]

If you have answered 'yes' to any of the above questions, you may be asked to see a doctor or nurse

I, the undersigned, confirm that the above is correct to the best of knowledge

Signed: ..... Date: .....

## ***Employer's Assessment***

Your employer should complete the next section with their assessment.

After reviewing the questionnaire, my assessment is that you

- can work nights
  
- cannot work nights
  
- should see a doctor or nurse for a medical examination to assess whether you can work nights

Signed: ..... Date: .....

**WORK / LIFE HISTORY - Since Leaving High School (Age 16yrs)**

<b>Work Place or Reason for Gap</b>	<b>START - Month &amp; Year</b>	<b>END - Month &amp; Year</b>	<b>Job Role</b>	<b>Reason for Leaving</b>	<b>Reference</b>

**WORK / LIFE HISTORY - Since Leaving High School (Age 16yrs)**

<b>Work Place or Reason for Gap</b>	<b>START - Month &amp; Year</b>	<b>END - Month &amp; Year</b>	<b>Job Role</b>	<b>Reason for Leaving</b>	<b>Reference</b>