

CANDIDATE REGISTRATION FORM

Please complete this form and email it to info@santane.co.uk. Alternatively, post it to our Edinburgh office address.

NAME & ADDRESS

Mr./Mrs./Miss/Ms.	Forename:	Surname:
Maiden Name:	Other Names:	
Address:		
Town/Country:		
Home Tel No:	Work Tel No:	
Mobile:	Email:	

PERSONAL DETAILS

DOB dd/mm/yy:	Sex M/F	Full Driving License:	Car Owner:	Marital Status:	No of Dependents:

POSITION REQUIRED

Sector : please write the sector that applies and write 3 aspired role most suitable for you against chosen sector	Preferred Work Type: Temp _____ Perm _____
Employed : Yes ___ No ___ Notice: 1 Wk ___ 2 Wk ___ 4 Wk ___ More than 4 Wk ___	Date of Availability:
Salary Expectation: £	Temp Hourly Rate: £

EMPLOYMENT HISTORY (Details of present and previous employment – Please list in reverse order)

Dates From:	To:	Position:	Salary:
Company Name:			
Address:			
Post Code:	Tel No:	Fax No:	
Email:			
Referee Name:		Position:	
Tel No:		Email:	
Reason For Leaving:			

EDUCATION, QUALIFICATION & CERTIFICATION FROM PROFESSIONAL BODIES

Qualification e.g. GCSE	Subject Description	Grade / Rank	Dates & Place of Study / Professional Bodies



Santane Limited
 37/5 Dean Path, Edinburgh, EH4 3AY
 United Kingdom
 Tel: +44 7527812271
 Email: info@santane.co.uk
www.santane.co.uk

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EVALUATION / COMPUTER SKILLS

Please specify your level of competency i.e. beginner, intermediate, advanced etc.

NEXT OF KIN / EMERGENCY CONTACT DETAILS

Name:	Tel No's:
Address:	
Relationship:	

How did you hear about us?

CANDIDATE DECLARATION

Data Protection Statement

The information that you provide on this form and on any CV given will be used by Santane to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerized 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 prevent or detect crime, to protect public funds, or in other way permitted or required by law.

Equal Opportunities

Santane 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, color, 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.

Santane 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. Santane 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.

Criminal Convictions

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 Santane, 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.

Permission to work in the UK



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Do you have immigration permission to work in the UK?

Yes No

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

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:

Candidate Declaration

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.

Signature: _____ Date: _____

Santane will hold and process your data for recruitment purposes only and from time to time, may contact you for market research purposes and to make further offers to you. Your data may also be used for audit purposes by third parties. If you would prefer not to be contacted in any manner, including email, once you are no longer seeking work through Santane, or do not give your consent for your data to be used for third party audit purposes, please contact your local office.

For an editable copy of this 'Registration Form' (e.g. in MS Word), please do not hesitate to contact us at info@santane.co.uk.