

Registration Form

Candidate Name	
Address:	
Contact telephone number:	
Email address:	
Please specify the type of work you are looking for (below)	
<input type="checkbox"/>	Please tick this box (left) if you would be interested in all vacancies

Temporary or Permanent Work

Please specify if you are looking for:	
<input type="checkbox"/>	Temporary vacancies
<input type="checkbox"/>	Permanent vacancies <i>If you are looking for permanent vacancies please ensure you have signed the <u>Agreement with Permanent Work Seekers</u>.</i>
<input type="checkbox"/>	Temporary AND Permanent vacancies <i>If you are looking for temporary and permanent vacancies, please ensure you have signed the <u>Agreement with Permanent Work Seekers</u>.</i>

Equal opportunities statement & diversity

Abatec 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, 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. Abatec 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. Abatec 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 (Please delete clearly as appropriate)

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 Abatec, 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.*

Please continue overleaf

Permission to work in the U.K. (Please delete clearly as appropriate)

In line with Home Office guidance on the prevention of illegal working we require a copy of your original ID documentation as evidence of your right to work in the UK if you are to be engaged by Abatec for temporary work.

Please forward a copy of your ID along with this form.

Are you eligible to work in the U.K.?	Yes	No
Please tick to confirm you have provided a copy of your ID		
Please state your National Insurance number		

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 which may make it difficult for you to carry out functions which are essential for the role you seek? (please delete clearly as appropriate)	Yes	No
<i>If yes, please specify;</i>		

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?
<i>Please specify;</i>

Data Protection Statement

Abatec Ltd provides work-finding services to its clients and work-seekers. We must process personal data (including sensitive personal data) so that we can provide these services – in doing so, we act as a data controller. This is why we have asked for your personal data on this form. When we process your personal data we must do so in accordance with data protection laws. Those laws require us to give you a Privacy Statement to explain how we manage your personal data. Please see the Privacy Statement which we will give to you separately.

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.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Abatec will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

Signed by Candidate			
Print Name		Date	