

Declaration to work on assignment at Capita

Have you ever worked for Capita before?

Yes/No

If yes, please state in what capacity, where and when:

Have you ever worked in the media or studied for a media-based qualification?

Yes/No

If yes, please state in what, where and when:

Rehabilitation of Offenders Act 1974 declaration: I declare that I have no current criminal convictions other than those that are spent under the Rehabilitation of Offenders Act 1974 and, to the best of my knowledge, there are no pending prosecutions against me.

By virtue of the Rehabilitation of Offenders Act 1974 (exemptions) (Amendments) Order 1984 some positions do not allow convictions to be spent i.e. working with children or the vulnerable and some financial services. If you are applying for such a position and have convictions, please advise your recruiter. Any information given will be held confidentially by us and not disclosed elsewhere.

Identity and Financial Probity Checks: It is a requirement of some positions that checks on your identity and credit status to determine suitability are completed and results are passed to Capita. To be considered for such positions, we require your permission to undertake such checks and pass the information on. Any information obtained will be held confidentially and not disclosed other than for recruitment purposes. A copy will be provided to you, on request.

Have you currently, or in the past ever had a county court judgement registered against you, been made bankrupt or ever entered into an Individual Voluntary Arrangement (IVA)?

Yes/No

If yes, please state what, where and when:

Confidentiality: It is a requirement of some positions that any work you undertake with Capita, or any information which comes to your notice as a temporary worker, must be regarded as confidential. By signing this declaration you agree to be bound by the confidentiality agreement set out below:

You must undertake to treat as secret and confidential, and not at any time for any reason to disclose to any person, or otherwise make use of, or permit to be made use of any unpublished information relating to Capita Group Plc technology, software code, images or other know-how, business plans or finances or any such information relating to a Capita Group Plc subsidiary, supplier, customer or client.

At no time make copies, captured images, abstract, summary or précis of the whole or any part of any document, computer program, or other material belonging to Capita Group Plc, Capita Group Plc subsidiary, supplier customer or client, except when required to do so in the course of completing duties in provision of the services in which event any such item shall belong to Capita Group Plc. Upon termination of your assignment for whatever reason to deliver up to Capita Group

Plc all documents, working papers, computer disks and tapes and other materials (and copies thereof) provided to or prepared during the course of provision of the services.

Technology: You must not introduce to any Capita and/or its client any information technology or other software or data to Capita's and /or its client's computer systems whether directly or indirectly or any known viruses including (without limitation) back doors, time bombs, trojan horses, worms, drop dead devices or any other computer software designed or intended to:

1. Permit access or use of any Capita and/or its client's owned information technology by a third person other than those authorised by the Capita and/or its client's or
2. Disable, damage, erase, destroy, disrupt or impair the normal operation of any Capita's and/or its client's owned information technology or any other software or data on the Capita's and/or its client's computer systems.

I confirm the information given above is true and complete to the best of my knowledge and there is nothing further, about which I am aware, that should be taken into account when offering me work. I understand that, should any information prove inaccurate, my assignment with Capita may be terminated. I hereby authorise you to seek references

and, if required, make credit checks regarding me. I understand the information may be used to assist with my application for work. I confirm the terms of the declaration and agree to be bound by them.

Signed: *Cullen Mc Neice*

Date: 02/07/2023

Print Name: Cullen Mc Neice

I have received and read Capita's Agency Worker Regulations Day One Rights information sheet

Yes/No