

**Failure to declare a conviction may require us to exclude you from our register if the offence is not declared but later comes to light. If you are working in an assignment with a client at the time that we are made aware of a conviction that has not been disclosed to us, we may be legally required to inform our client of that information and your assignment may be terminated.**

#### **Data Protection Statement**

SVC 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 in our Registration process and 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 and this will be given to you separately.

#### **Equal Opportunities Statement**

SVC are committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times. SVC will review on an on-going basis all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of gender, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a trade union. We place an obligation on all our staff to respect and act in accordance with the policy.

SVC will not discriminate unlawfully when deciding which temporary worker/candidate is submitted for an assignment /vacancy, or in terms of engagement for temporary workers/terms of employment. SVC will ensure that each candidate is assessed only in accordance with the candidate's merits, qualifications and ability to perform the relevant duties required by the particular vacancy.

SVC will not tolerate discriminatory behaviour at any time and any report of such behaviour will be formally investigated by SVC.

#### **Health & Disability**

The following questions are asked in order to find out your needs in terms of any 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 role being discussed or any future roles being offered to you which may make it difficult for you to carry out functions which are essential for the role you seek?	No
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

If you wish to share any ongoing medical conditions you have, with SVC and clients, that you feel may be in your best interests and safety whilst working on a temporary assignment, we would ask for your consent to complete a specific Health & Disability form relating to this sensitive personal data.