



**CANDIDATE REGISTRATION PAPERWORK**  
**"SVC" means SVC Group Ltd. and SVC Technical Ltd.**

SVC act as both an employment business and an employment agency, and will endeavour to find you suitable temporary and/or permanent work, as communicated by you to SVC.

In order for us to ensure that all candidates have equal opportunity in the course of the recruitment process and to ensure suitability for any vacancies, please discuss any matters with us which you feel may be relevant to your ability to attend interviews or perform any particular kind of work.

**Permission to work in the UK**

Do you have permission to work in the UK? Yes

In line with UK Border Agency guidance on the prevention of illegal working, we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK if you are to be engaged by SVC for temporary work.

**Criminal Convictions\***

Do have any unspent criminal convictions? No

We ask you for this information in relation to job roles which are not exempt from the Rehabilitation of Offenders Act 1974. For this reason **you are only required to disclose information about unspent convictions. You are not required to disclose spent convictions on this form. Additionally, you are not required to declare any information about 'protected' offences (offences to which the filtering rules apply).**

If you require further information about convictions which are **unspent/spent or protected** (filtered), we can provide this to you upon request as a separate document or you can contact organisations such as [NACRO](#) or [Unlock](#) for further information.

\*If you do not wish to be put forward for roles which are exempt from the Rehabilitation of Offenders Act 1974 you are not required to provide us with any information regarding Criminal Convictions.

If you wish to be put forward for/if any role is identified which may be suitable for you but which is exempt from the Rehabilitation of Offenders Act 1974, meaning that you are required to disclose spent convictions, we will ask you to complete an additional criminal disclosure form.

\*\*If you answer Yes to this question, you may be asked to complete further documentation. Before completing this additional form, it is important you read our Policy regarding candidates with criminal convictions as well as the "Filtering Rules for DBS Certificates".

We will seek to put forward the best possible candidates to our clients. Having a criminal conviction will not necessarily exclude you from the process.

The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of SVC, the offence is relevant to the post to which you are applying.