



Candidate Registration Form

Applicant Information

Title:	DOB:
Surname:	Forenames:
Address:	Home Tel:
	Mobile:
	Email:
Postcode:	
Professional Qualifications:	
NI number:	If you are to be engaged for temporary work by any Seymour John Group company, in line with our standard practices, we will need to verify and take a copy of your original educational certificates and membership documentation as evidence of your achievements.
Membership No:	

References: Please provide reference details to cover your last 2 years of employment

If working through NMNC Framework, please supply 3 years of reference

Professional Reference 1

Name:	Organisation:
Position:	Parent Organisation:
Address:	
Tel:	Email:
Position held:	Dates:

Professional Reference 2

Name:	Organisation:
Position:	Parent Organisation:
Address:	
Tel:	Email:
Position held:	Dates:

Permission to take up references Yes ☐ No ☐



Interim Assignments

For the purposes of issuing the correct Terms of Engagement, please answer the following questions:

Is it your preference to work on a **PAYE / Limited Company Contractor / Umbrella Company** basis?

What is the Limited Company / Umbrella Company Name, Registration Number & Registration Address?

Do you intend to opt out of the Conduct Regulations? Yes ☐ No ☐

(If you require further information please request this.)

Do you intend to operate within or outside of IR35? Inside ☐ Outside ☐

(If you require further guidance re IR35 please consult a qualified professional.)

Permanent Work

Do you wish Seymour John to provide permanent recruitment services on your behalf?

Yes ☐ No ☐

Emergency Contact Details

Name of Emergency Contact:

Relationship to you:

Home Tel:

Mobile Tel:



Equal opportunities

All Seymour John Group companies are committed to a policy of equal opportunities for all workers and shall adhere to such policy all times. We will review on an on-going basis all aspects of recruitment to avoid unlawful 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, being pregnant or on maternity leave 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.

Seymour John Group companies 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. We will ensure that each candidate is assessed only in accordance with their merits, qualification and ability to perform the relevant duties required by the particular vacancy.

Permission to work in the UK

Do you have eligibility to work in the UK? Yes ☐ No ☐

If "Yes", by what means? (e.g. Birth, Work Visa, Residence Permit, etc.)

If you are to be engaged by any Seymour John Group company for temporary work we will need to see evidence of your right to work in the UK. In line with UKBA guidance on the prevention of illegal working, we will, therefore, need to verify and take a copy of your original ID documentation.

Health and Disability

The purpose of the following question is to consider your needs in terms of reasonable adjustments to access our recruitment service and for any working assignment.

Do you have any health issues or a disability that may require reasonable adjustments to assist you in accessing our recruitment service, attending an interview, carrying out aptitude tests or carrying out functions which are essential for the role you seek?

Yes ☐ No ☐

If yes, please specify the details and outline the reasonable adjustments required:

Data Protection Statement

The information on this form and on any CV you provide will be used by Seymour John Group companies to deliver work-finding services. In providing this service to you, you consent to your personal data being included on a computerised database and 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 information to certain third parties to prevent or detect crime, to protect public funds, or in any other way permitted or required by law.

Our data privacy notice, which contains full details of how we obtain and process your data as well as your legal rights, can be found on the Seymour John website (seymourjohn.com) or by getting in touch with your Seymour John contact.



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 confidence and only taken into account where, in the reasonable opinion of Seymour John Limited, 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.**

Candidate Declaration

I hereby confirm that the information given is true and correct. I consent to:

- a. My personal data being stored on the Seymour John computerised database
- b. My personal data, including any disability and associated reasonable adjustments and CV, being forwarded to Seymour John clients
- c. 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 Seymour John Limited or another Seymour John Group company 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).

Candidate signature:

(We require a 'wet' signature. So, once completed, please print out this form, sign it in pen, and scan it back to us.)

Name:

Date:
