

Nikolas Eu Agency

REGISTRATION FORM / APPLICATION FORM

Please complete all sections of this form in block capitals.

We also request that you complete the accompanying diversity monitoring questionnaire.

PERSONAL DETAILS

Full Name:		<i>Company Use Only</i> Ref No:
Address:		
Postcode:		
Home Tel No:	Mobile No:	
National Insurance Number:	E-mail Address:	
Do you need a permit to work in the UK? Yes / No	Date of Birth:	
If yes, please provide your work permit / visa number:	Do you have any unspent criminal convictions? Yes / No	
Are there any restrictions on your visa? Yes / No	If yes, please give details:	
If yes, please detail:		
Visa expiry date (if applicable):		
Do you have a full driving licence? Yes / No	What kind of work are you looking for?	
Is it clean? Yes / No	Permanent / Temporary or Contract / Both	
If no, please give details:	When are you available to start work?	
Do you have daily use of a car? Yes / No	Notice period (if applicable):	
How long are you prepared to spend travelling to work?		

EDUCATION & QUALIFICATIONS

Please include both educational and vocational qualifications starting with the most recent and going backwards in time.

Dates (from-to)	Educational Institution	Qualifications Obtained

TRAINING COURSES ATTENDED

Dates (from-to)	Course Title	Topics Covered / Qualification

EMPLOYMENT HISTORY

Please detail your full employment history starting with your most recent employer (stating if it was a recruitment agency) and continuing backwards in time. Please ensure that dates provided include both month and year. Continue on separate page if necessary.

Company Name			
Dates of Employment			
Job Title			
Reasons for Leaving			
Salary on Leaving		Notice Period (if relevant)	
Duties / Responsibilities of Role			

Company Name			
Dates of Employment			
Job Title			
Reasons for Leaving			
Salary on Leaving			
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VOCATIONAL SKILLS & COMPETENCE

Please provide details of any specific skills or competence that is particularly relevant to your application (e.g. software packages, industry knowledge etc):

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REFERENCES

Please provide details of two previous employers from whom we can obtain references. Any offer of employment is conditional on our receiving two satisfactory references. We will not approach your present employer until an offer of employment has been made and verbally accepted.

Most Recent Employer		Other Employer	
Contact Name:		Contact Name:	
Contact Job Title:		Contact Job Title:	
Company Name:		Company Name:	
Address:		Address:	
Telephone Number:		Telephone Number:	
E-mail Address:		E-mail Address:	

ADDITIONAL INFORMATION, HOBBIES & INTERESTS

Please provide any further information that you feel may support your application.

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DECLARATION

By signing below, you are:

- Confirming that the information you have given is correct and that you have not withheld any information of which the company should be made aware. You also understand that giving any incorrect or misleading information could lead to your subsequent dismissal, withdrawal of a job offer or termination of an assignment.
- Giving your explicit consent for **[COMPANY NAME]** to collect, process and share your personal data and sensitive personal data with relevant internal and external third parties in order to process your application, complete pre-employment/pre-engagement vetting and checks and obtain references to support your job search.

Detailed information about how your data will be used, together with your rights under the General Data Protection Regulations (GDPR) can be found in our Privacy Policy which is available at **[INSERT WEBSITE LINK]**.

Signed: _____

Date: _____

EMPLOYMENT HISTORY CONTINUATION PAGE

Additional Page for Continuation of Employment History (if necessary)

Company Name	
Dates of Employment	
Job Title	
Reasons for Leaving	
Salary on Leaving	
Duties / Responsibilities of Role	

Company Name	
Dates of Employment	
Job Title	
Reasons for Leaving	
Salary on Leaving	
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Company Name	
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