Bell Cornwall Recruitment - Application Form

1 Equal opportunities

Bell Cornwall Recruitment is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, 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 and we place an obligation upon all staff to respect and act in accordance with the policy.

Bell Cornwall Recruitment 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. **Bell Cornwall Recruitment** will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

Please click here to compete our Equal Opportunities Questionnaire:
https://surveyhero.com/c/BCR-Equal-Opportunities-Monitoring

2 Personal Details

Information required **(All fields in this section are mandatory)**	**Details**
• Name (first and surname)	
• Home address	
• Postcode	
• National Insurance number	
• Home Telephone Number	
• Mobile Telephone Number	
• Right to work check Do you have immigration permission to work in the UK? *In line with Home Office 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*	YES / NO If permission is restricted, note any restrictions.

Information required (All fields in this section are mandatory)	Details
• Are you aware of any Financial / Debt issues (such as a CCJ) that may result in a failed credit check as required by some of our clients?	
• Do you have a valid UK Driving license?	
• Do you have (or have access to) a car which can be used daily to commute?	
• Current or most recent salary	
• Salary required from next job	
• How did you hear of Bell Cornwall Recruitment?	

3 Criminal record disclosure

We are asking you to complete this section of the form in relation to job roles which are not exempt from the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)**. 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 are unsure as to whether a conviction is **unspent/spent or protected (filtered)** please see the additional guidance or you can contact organisations such as NACRO or Unlock for further information

Information required (This section is mandatory)	Details
Do you have any unspent criminal convictions?	Yes / no
If yes, please provide the offence dates, dates of conviction/caution, offence types and sentences below.	

If you have declared any convictions you are welcome to provide us with any additional information that you think may be relevant and which will help us to determine your suitability to be put forward for roles with our clients. This could include for example information about the circumstances of the offence, any work (paid or voluntary) or training that you have undertaken since, change in your circumstances etc.
We will seek to put forward/supply 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 our reasonable opinion, 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 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 have not disclosed to us, we may be legally required to inform our client of that information and your assignment may be terminated.

4 Education & Qualifications

Please provide us with details about…

- Your **highest level of secondary education**

Institution / School	Date from	Date to	Qualification (A 'level / GCSE / BTEC etc) - Subject - Grade
E.g. My Town High School	Sept 2001	May 2009	A 'Level - English - A A 'Level - Maths - C

- Your **post graduate / university / further education** (If applicable)

Institution / School	Date From	Date To	Qualification - Subject - Grade
E.g. Big City University	Sept 2009	May 2011	BSc (Hons) - Astronomy - 2:1

5 Employment History

Please provide us with details about your **most recent 4 permanent (or long term) job roles** (If applicable)

Employer company 1 (most recent)	Date from	Date to	Job title	Final salary	Reason for leaving

Employer company 2	Date from	Date to	Job title	Final salary	Reason for leaving

Employer company 3	Date from	Date to	Job title	Final salary	Reason for leaving

Employer company 4	Date from	Date to	Job title	Final salary	Reason for leaving

6 Health and Disability

We want to ensure that we provide work finding services to all work seekers fairly and equally.

Information required	Details
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 a permanent role or temporary assignment requires an intrinsic function to be completed, we will discuss your ability to undertake this function after you have been successfully registered with the Agency.

7 Data Protection Statement

Bell Cornwall Recruitment 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 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.

Please see the **Bell Cornwall Recruitment** Privacy Statement which can be found here: https://www.bellcornwall.com/privacy-notice-direct/

8 Personal Data Consent Declaration

I hereby give my consent for **Bell Cornwall Recruitment** to process the following Information:

Personal Data

- Name
- Date of birth
- Contact details including telephone numbers, e-mail addresses and postal address
- Experience, training and qualifications
- CV
- NI number
- Bank details and other payroll related information (for temporary workers and employees only)
- Information relating to proof of eligibility to work

Sensitive Personal Data

- Disability/health conditions relevant to career history and/or job search
- Unspent criminal convictions
- Financial or debt issues which may Impact on job search

I consent to Bell Cornwall Recruitment processing the above personal data for the following purposes:

- To provide me with work finding services
- To process with or transfer my personal data to their clients in order to provide me with work finding services
- To process my personal data on a computerised database (provided by Troysoft and managed by CSCM IT Solutions) in order to provide me with work finding services
- To contact me with information about similar products or services that I have used previously.

****The consent that I give will last for 6 years****

I am aware that I have the right to withdraw my consent at any time by Informing Bell Cornwall Recruitment that I wish to do so.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that **Bell Cornwall Recruitment** 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).

Signed by candidate / temporary worker: .....

Date: .....