

Thank you for choosing to register with Aaron Wallis. Our efficiency in finding you a new position is dependent on how accurately we can promote your skills to potential employers. Together with this we are legally required to confirm your identity and ensure that you are eligible to work in the UK.

Therefore, please print and complete the entire document by hand. Then review and sign the declaration on page three then scan and email your details to: registrations@aaronwallis.co.uk.

Alternatively fax to 01908 488234 or post the document to:

Aaron Wallis Sales Recruitment, Norfolk House (East), 499 Silbury Boulevard, Milton Keynes, MK9 2AH

Aaron Wallis will use the information given on this application form and from your CV for recruitment and selection. The information you give us will be kept confidential and your personal information will not be disclosed to third parties without your prior consent except where necessary to confirm factual information provided by you, including the prevention and detection of fraud and/or otherwise required by law. For further information on how we will use your data please visit: www.aaronwallis.co.uk/mail_policy.php

SECTION ONE – PERSONAL DETAILS

Name:

E-Mail Address:

Main Contact Number:

Where did you first hear about Aaron Wallis?

What made you register with Aaron Wallis?

SECTION TWO – CANDIDATE TERMS OF BUSINESS

The following is a legal requirement under the Conduct of Employment Agencies and Employment Businesses Regulations 2003. We are unable to assist you until these terms are agreed and signed.

Agreement to Aaron Wallis Candidate Terms of Business

Aaron Wallis Recruitment and Training Limited T/A Aaron Wallis and Aaron Wallis Sales Recruitment are to provide you permanent recruitment services that is to say we will act as an agency as defined under The Employment Agencies Act 1973.

You authorise Aaron Wallis to seek work on your behalf.

You wish us to seek employment within the field of Sales and Marketing.

Thank you for selecting Aaron Wallis and should you have any queries, or require any further information on the services we provide please contact Rob Scott on 01908 764280.

Name:

Signature :

Date:

SECTION THREE – PROACTIVE SERVICE

Should you wish Aaron Wallis to proactively work to uncover opportunities on your behalf please read and sign the statement below:

I agree that Aaron Wallis can send my CV (anonymously) to any company in the United Kingdom (except previous employers) without contacting me, except the following: (please list in the space below)

Name:

Signature :

Date:

SECTION FOUR - EQUAL OPPORTUNITIES

We are legally obligated to ask for your gender and age for Equal Opportunities monitoring and to adhere to the legislation that governs the recruitment industry, namely the Employment Agencies Act 1973 and/or the Conduct of Employment Agencies and Employment Businesses Regulations 2003.

The information you provide here will also help us to monitor the effectiveness of our own Equal Opportunities policy and is for our own internal monitoring purposes only.

Gender

Male

Female

Nationality

Disability

Do you consider yourself to have a disability that affects your day to day work? (Advice can be obtained from the Disability Rights Commission - 08457 622 633)

Yes

No

If Yes please detail

If Yes please sign here to signify we can pass this information onto any potential employers.

Signed:

Date of Birth

SECTION FOUR - EQUAL OPPORTUNITIES (CONTINUED)

Ethnicity	A White.	B Mixed.	C Asian or Asian British.	D Black or Black British.	E Chinese or other ethnic group.
<p>(please circle ONE section from A to E, then tick the appropriate box to indicate your cultural background. The following categories are based on those used in the 2001 census as recommended by the CRE)</p>	<p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish or</p> <p><input type="checkbox"/> Any other White background (please write below)</p>	<p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African;</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other Mixed background (please write below)</p>	<p><input type="checkbox"/> Indian;</p> <p><input type="checkbox"/> Pakistani;</p> <p><input type="checkbox"/> Bangladeshi;</p> <p><input type="checkbox"/> Any other Asian background (please write below)</p>	<p><input type="checkbox"/> Caribbean;</p> <p><input type="checkbox"/> African;</p> <p><input type="checkbox"/> Any other Black background (please write below)</p>	<p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Other ethnic group (please write below)</p>

SECTION FIVE - ELIGIBILITY TO WORK IN THE UNITED KINGDOM

UK Legislation requires all candidates to provide appropriate evidence for applications for all types of employment:

By what means are you eligible to work in the UK?

National Insurance Number and / or Passport Number:

Type of Visa/Work Permit (if applicable)

Valid from/to

Aaron Wallis also need to confirm and verify your identity together with how you are eligible to work in the UK.

We will require a copy of your passport or photo driving license and National Insurance number or UK Identity Card or similar ID on file. Could you therefore also scan and email a copy of the photo page of your passport to confirm your identity and eligibility to work in the UK. If you do not have a passport please could you scan and email a copy of your photo driving license, UK Identity Card or equivalent ID. If you have any questions regarding alternative ID please call Rob Scott on 01908 764280

SECTION SIX - CANDIDATE DECLARATION

I hereby confirm that I am in good health and have no unspent criminal convictions (excluding minor speeding or parking fines). I can also confirm that I am eligible to work in full time permanent employment for any EU employer.

You have my authority to seek references from previous employers and upon successful placement by Aaron Wallis I confirm that you are able to seek references from my current employer.

I confirm that to the best of my knowledge the information contained on my CV is correct and true. I have omitted no facts that could affect my future employment and accept responsibility if it is found that I have deliberately given false or misleading information.

I will inform Aaron Wallis immediately of any circumstances that may affect my work, such as changes to health, subsequent pending prosecutions or convictions, which may arise whilst I am registered for permanent, temporary/contract or interim work.

I acknowledge and agree that should Aaron Wallis introduce me to a company and my application is unsuccessful I will not approach the company with a direct approach for at least 12 months. Instead should I wish to be reconsidered I will contact Aaron Wallis to request that they resubmit / introduce my details.

I agree that the above information given on my application may be used for registration purposes under the Data Protection Act, 1998

Candidate Signature :

Date of declaration:

RETURN THE DOCUMENT

Thank you for completing this document. Please scan and email your details to: registrations@aaronwallis.co.uk

Alternatively fax to 01908 488234 or post the document to:

Aaron Wallis Sales Recruitment, Norfolk House (East), 499 Silbury Boulevard, Milton Keynes, MK9 2AH

We look forward to working with you.