

Registration Form

Select Recruitment Limited (Select.je) request the information on this form to satisfy their clients' requirements. We are committed to equal opportunities, and assess candidates' suitability for positions regardless of their race, ethnic origin, gender, nationality, marital status, age, sexual orientation, creed, social class or medical condition.

You are required to complete this form & at registration stage provide photographic identification (preferably passport), evidence of education, copies of all professional qualifications, proof of residential address, registration card & work permit / Visa (if relevant)

PERSONAL DETAILS

Title First Name Middle Names

(As per your passport)

Surname (including previous) Address

.....

Post Code Email Address

☎ Home ☎ Mobile ☎ Work

Confirm preferred method of contact: **Residential & Work Status:**

Do you need a Work Permit: (if Yes **proof** of Visa is required) Date Resident Since

How did you hear about Select.je?

If Select contact you at work they will always be discreet & not disclose where they are calling from

Employment Sought: Perm Temp Contract Part-time Full-time **Type:** (e.g. accounts)

Booked holidays: (please provide dates) Preferred times for interviews

Current Salary: £ Expected salary £

(Please **do not** include any bonuses or any other benefits received, these can be listed separately on the next page)

EDUCATION DETAILS

Name of School	Dates from	to
Qualifications	Subjects	Grades

FURTHER / HIGHER EDUCATION DETAILS

Name of College/University Dates from to

Subjects & Qualifications obtained

Any other Professional Qualifications obtained

..... Dates from to

..... Dates from to

..... Dates from to

IT KNOWLEDGE (IT PACKAGES / SOFTWARE) B = Basic I = Intermediate A = Advanced knowledge

Microsoft office Suite: Word Excel Outlook PowerPoint Version/s

Please list any other systems & packages used

EMPLOYMENT HISTORY (current or most recent)

From to Employer's name & address

..... Job title

Hours worked per week Basic salary £ (without benefits etc) Holidays

Benefits

Reason for leaving Notice period / date available Are you
studying will you owe any study costs back to your employer , if so, how much £ What are you
looking for from your next position

Please complete all of this section (*if you answer Yes to any of the following please give full details)

Do you have any convictions, which under the terms of the 'Rehabilitation of Offenders (Jersey) Law 2001' are not considered "Spent"? if Yes, provide details

Other Agencies used? please list the name/s

To avoid duplication, please list applications made / companies approached

Are there any Firm(s) NOT to be approached?

Have you approached any Companies directly? , please list the name/s

LANGUAGES

Please list any languages spoken / written & to what level

REFERENCES & CREDIT / POLICE / TERRORIST & MEDIA CHECKS

Will all references & credit checks come back clear? , If No, give more details

DATA PROTECTION, DECLARATION & CONSENT (please read carefully)

Select Recruitment Limited (Select) adheres to the Data Protection (Jersey) Law 2018 incorporating the General Data Protection Regulation (the Data Protection Law) & is registered with the Office of the Information Commissioner.

I confirm that the information (personal data) provided by me to Select.je is true to the best of my knowledge, I believe it to be correct & not misleading.

I understand that supplying false personal data may disqualify my application or, if I am appointed, may lead to my dismissal / offer being rescinded.

I consent to all or any of my personal data being provided to prospective employers by Select & understand that this information may form part of my employment records if I am subsequently employed by that potential employer & I give my consent.

I consent to Select submitting my CV to prospective employers without my specific consent if a situation requires prompt action. *Select.je endeavour to always do our utmost to contact you before submitting your CV, but very occasionally, an opportunity may arise that warrants a response & we are unable to reach you.*

I agree it is my responsibility to inform Select of any changes to my personal data so that their records are kept up-to-date.

I consent to Select contacting me regarding my job search & advising me of vacancies using the contact details I have provided & will respond where possible within 24 hours.

I will **NOT** approach (directly / indirectly by a 3rd party) any prospective employer(s) or their employees regarding any vacancy that Select has discussed with me either by email or verbally.

I agree to obtain on myself & submit to Select a police disclosure check(s) (i.e. criminal record check) if this is required by a potential employer. I consent to the results being disclosed to the potential employer. I understand that subject to the potential employer being satisfied with the results & my commencement of employment with them, that I will be reimbursed the cost of the check(s).

I consent to a credit check being made by Select or on their behalf by a debt recovery agent if this is required by a potential employer. I understand that I will incur a charge of £5 per check & agree to reimburse the costs to Select. I understand that subject to the potential employer being satisfied with the results & once I've commenced my employment I will be reimbursed the cost of the check.

I accept that any role offered to me is subject to Select's &/or the potential employers screening criteria being met & that failure may result in the job offer being rescinded.

I acknowledge that I have the following rights under the Data Protection Law:

- i. My right to be informed
- ii. My right of access
- iii. My right to rectification
- iv. My right of erasure
- v. My right to restrict processing
- vi. My right to data portability
- vii. My right to object
- viii. My rights in relation to automated decision making & profiling

2. I understand that at any time, I may contact Select concerning all or any of my rights in respect of my personal data & I understand that in the event of a dispute regarding my personal data not being resolved to my satisfaction, I have the right to contact the Office of the Information Commissioner www.oicjersey.org

3. I consent to Select holding my personal data until such a time that I request it to be deleted. I am aware that I can contact Select via email hello@select.je at any time to ask for my personal information to be removed.

4. If I accept an offer of employment, I consent to my current & any former employers, along with tutors &/or organisations, to disclose to Select details of my current & previous employment, education, qualifications & professional memberships.

5. I consent to Select making the following additional checks on me for employment purposes, & consent to the disclosure of this personal data to the potential employer:

- i. Media, social media & internet checks
- ii. Entitlement to work status
- iii. Educational / Professional qualifications

Signed Name Date

Should you have any concerns regarding any of the above please speak to either a Director or Talent Manager