

CANDIDATE / TEMPORARY WORKER & INTERMEDIARY DETAILS

Title*	<input type="text"/>
First Name*	<input type="text"/>
Surname*	<input type="text"/>
DOB*	<input type="text"/>
Contact Number*	<input type="text"/>
Email Address*	<input type="text"/>
Home Address and Postcode*	<input type="text"/>
National Insurance Number	<input type="text"/>

RIGHT TO WORK

Right to work in the UK*	<input type="checkbox"/> YES	<input type="checkbox"/> NO
British Citizen *	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Nationality*	<input type="text"/>	

All candidates without a British citizenship must apply for UK Settlement

Please state the code that will need to be shared with your employer
(Must have been issued within last 30 days or you will need to reapply for another code)

Code	<input type="text"/>
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PAYMENT DETAILS

Account Number*	<input type="text"/>	Sort Code*	<input type="text"/>
Name on Bank Account*	<input type="text"/>		
Name of Bank *	<input type="text"/>		
Are you CIS Registered?	<input type="text"/>		
<i>If YES please supply UTR Number</i>			
Are you a Ltd Company?	<input type="text"/>		
<i>If YES please supply Company Name & Registration number</i>			

EMERGENCY CONTACT DETAILS

Name *	<input type="text"/>
Relationship*	<input type="text"/>
Phone number *	<input type="text"/>

WORK HISTORY

Please provide us with your last 3 work placements along with details of the person we can contact for a reference

1ST PLACEMENT

Company Name	<input type="text"/>
Job Title	<input type="text"/>
Dates Worked	<input type="text"/>
Reason For Leaving	<input type="text"/>
Referees Name	<input type="text"/>
Referee Job Title	<input type="text"/>
Referee Telephone & Email	<input type="text"/>

2ND PLACEMENT

Company Name	<input type="text"/>
Job Title	<input type="text"/>
Dates Worked	<input type="text"/>
Reason For Leaving	<input type="text"/>
Referees Name	<input type="text"/>
Referee Job Title	<input type="text"/>
Referee Telephone & Email	<input type="text"/>

3RD PLACEMENT

Company Name	<input type="text"/>
Job Title	<input type="text"/>
Dates Worked	<input type="text"/>
Reason For Leaving	<input type="text"/>
Referees Name	<input type="text"/>
Referee Job Title	<input type="text"/>
Referee Telephone & Email	<input type="text"/>

EQUAL OPPORTUNITIES

Romax Solutions is committed to a policy of equal opportunities for all work seekers and shall always adhere to such a policy 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.

Romax Solutions 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. Romax Solutions 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 vacancy.

HEALTH & DISABILITY

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

If you have a disability, what are your needs in terms of reasonable adjustments to access this recruitment service and to attend interview, or to take aptitude tests etc.?

CRIMINAL RECORD DISCLOSURE

Before completing this section please read our policy regarding candidates with criminal convictions.

We are asking you to complete this 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

If you wish to be put forward for/if any role is identified which may be suitable for you but which is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), meaning that you are required to disclose spent convictions, we will ask you to complete an additional criminal disclosure form. You are not required to complete that additional form if you do not wish to be put forward for that type of work.

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 moment.

COVID -19

Please make sure you familiarise yourself with the guidelines and that you are being safe travelling to and from work.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Please confirm if you fall into either of the below brackets;

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Are you at no risk? YES NO

Moderate Risk
(Clinically Vulnerable) YES NO

High Risk
(Extremely Vulnerable) YES NO

DATA PROTECTION STATEMENT

Romax Site Services Ltd 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 on our website to explain how we manage your personal data.

Name

Date

Signature