



candidate registration form

Thank you for choosing to register for work with SW1 Concierge4You. We are truly committed to helping you find work.

In order for us to efficiently match your skills to our potential employers, we would be most grateful if you could complete all of the following registration form, by providing us with as much detail as you can. As a recruitment and concierge consultancy we are legally required to confirm all of our candidates' identities, to ensure each and every one is eligible to work in the UK and, where necessary, in some of our roles and positions to conduct Criminal Records Bureau checks, so we would also ask that you please print off this form, complete it and sign the Candidate declaration on page 4.

Once you have reviewed your form and are happy with all the information you have given, you can either scan and email the form over to newcandidatecambs@sw1concierge4you.com, fax it or post the form to:

SW1 Concierge4You, 2nd Floor, 145-157 St John Street, London, EC1V 4PY

1. Personal details

Full name:

Address:

Postcode:

Email address:

Telephone number:

Mobile number:



1 **Registered office:** SW1 Concierge4You, 2nd Floor, 145-157 St John Street, London, EC1V 4PY.
t: 0845 409 4529 **e:** newcandidatecambs@sw1concierge4you.com

SW1 Concierge4You is a trading name of SW1 Communications Ltd.
Registered in England & Wales. Company number 6757949. VAT registration number 946 6748 69.

2. Employment preferences

Are you interested in temporary / contract / permanent work?
(please delete clearly as appropriate)

Are you interested in recruitment / concierge work?
(please delete clearly as appropriate)

Do you have any preferences as to which type of work you would like to do?

Would you be interested in part time or full time hours?

Would you be interested in working weekdays or weekends?

Do you have your own transport? Yes / No
(please delete clearly as appropriate)

Do you have preferred locations of where you would like to work in and around Cambridgeshire?

Are you currently working? Yes / No
(please delete clearly as appropriate)

If yes, please specify:

Are you available for work immediately?

3. Equal opportunities

We are legally obliged to ask for your gender and age for Equal opportunities monitoring and to comply with the Employment Agencies Act 1973 & the Conduct of Employment Agencies and Employment Businesses Regulations 2003.

Gender:

Nationality:

Date of birth:

4. Criminal convictions

Do you have any unspent* criminal convictions? Yes / No
(please delete clearly as appropriate)

If yes, please state convictions and dates:

*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of SW1 Concierge4You, 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 or terminate an assignment if the offence is not declared but later comes to light.**



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5. Permission to work in the UK

Do you have immigration permission to work in the UK? Yes / No
(please delete clearly as appropriate)

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 if you are to be engaged by SW1 Concierge4You for temporary work.

6. Health and disability

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment and concierge service and to find out your needs in order to perform the position or role sought.

Do you have any health issues or a disability relevant to the position or role you seek? Yes / No
(please delete clearly as appropriate)

If yes, please specify:

If you have a disability, what are your needs in terms of reasonable adjustments to enable you to perform the role sought?

Please specify:

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

Please specify:

7. References

Please provide details of two Referees (who are not friends or family) you would be happy for us to contact

Full name: Full name:

Address: Address:

Postcode: Postcode:

Email address: Email address:

Telephone number: Telephone number:



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Data protection statement

The information that you provide on this form and on any CV given will be used by SW1 Concierge4You to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients.

We may check the information collected, with third parties or with other information held by us.

We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other way permitted or required by law.

Candidate declaration

I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to clients. I consent to references being passed onto potential employers.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that SW1 Concierge4You 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:

Print name:

Dated:

Thank you.

We do appreciate you taking the time to tell us important details about yourself. Please do also remember to submit your CV to us along with any proofs of ID you might have (such as a passport, driving licence, working permit).

An SW1 Concierge4You consultant will then be in touch with you once your documents have been received.

We look forward to working with you soon!



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