

Application Form

Please complete the application form in full

Personal Details

Date.....

Title.....

Surname.....

Forenames.....

Address.....

.....

.....Postcode.....

Home Telephone No (inc area code).....

Mobile No.....Fax No.....

Next of Kin.....

Relationship to you.....

NOK Contact Tel No.....

Residency and Work Permit

Do you have the right to work in the UK? Yes No

If yes please tick one of the below which is applicable

- British or EU citizen
- Visa entry clearance giving right to work
- Work permit issued to current employer

National Insurance No.....

Do you require a work permit? Yes No

Do you have any unspent convictions? Yes No

(NB: 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 CE Recruitment Ltd, 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.

Tax documentation provided and signed P45 P46 P38

Qualifications & Skills

Qualification type (ie: Carpentry, bricklaying, plastering etc) Please state either time-served or qualification:

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Machines/ground-work/driving tickets.....

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.....

Any other relevant certificates.....

.....

Any other experience.....

.....

Do you carry your own tools Yes No

Do you have own transport Yes No

Do you hold a current CSCS card? Yes No

If yes give your reg. No:

References

1. Name.....

Telephone No.....

Personal Business (please tick)

Address.....

.....Post Code.....

2. Name.....

Telephone No.....

Personal Business (please tick)

Address.....

.....Post Code.....

CE RECRUITMENT LTD
SUITE 2 65 SEAMOR ROAD WESTBOURNE BOURNEMOUTH DORSET
BH4 9AE

TEL 01202 752275 FAX 01202 768203 EMAIL info@cer.uk.com

Bank Details (to be completed by new starters)

Bank/Building Society
Name.....

.....

Branch
Address.....

.....

..... Post Code.....

Sort Code.....

Account Number.....

Building Society Ref.....

Payee Name.....

Signed.....

Dated.....

NB. It is your responsibility to advise CE Recruitment Ltd of any change of bank account details you wish wages to be deposited in to on or before the payroll deadline which is every Monday @ 10am. Any changes to the above details must be provided in writing.

Available Date.....

Type of work required.....

.....

How far would you be prepared to travel?.....

Minimum Rate Required.....£.....per hour

Opted out of maximum hours? (48hours) Yes No

How much notice do you require to take?.....

Any Holidays or appointments booked?.....

ID

Please tick what form of ID you can supply for your personnel file.

Passport

Photo Driving License

Other Please state

Please provide a copy and return with this completed form.

Health & Safety

Are there any medical conditions that would restrict where you work and that CE Recruitment should be aware of?

If so, please specify and give brief details:

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Have you read, understood and signed acceptance of company Health & Safety Policy and read the Manual available of C E Recruitment Website?

Yes No

Signed.....

Dated.....

Prior to any payments being made to you the following documents must be returned to C E Recruitment Ltd.

Application form Equal Opportunities form

Terms of Engagement Copy ID