

RECRUITMENT ZONE REGISTRATION FORM



Website Terms for Potential Candidates

1. **We are** Recruitment Zone Limited (“RZL”) of Ratho Park, 88 Glasgow Road, Edinburgh, EH28 8PP and “we”, “us”, “our” and “ours” refers to RZL and all branch offices of RZL. RZL, for the purposes of this agreement, includes any subsidiary or associated company (as defined by s.736 Companies Act 1985) of RZL.
2. We generally operate as an agency and an employment business and provide services to organisations (“Clients”) looking for workers and to candidates for the purposes of finding work. However we do not provide work finding services to any party before we have undertaken an assessment of acceptability to suit our market criteria and have fully researched the market and suitability to match skills that are available with those that are required.
3. You are the person whose details we receive and references to “you”, “your” and yours” includes you and any limited company that you may operate through.
4. In submitting to us your curriculum vitae you specifically agree that
 - a. we may, without any obligation to you, use information you have provided to us for our own assessment and research purposes as to whether your information may comply with our commercial criteria
 - b. an assessment and/or research process may involve discussion of your information with a Client, and that we may therefore disclose all or part of your information to a Client (save an organisation that you list below) for that purpose
 - c. if any information is disclosed to a Client it shall be on terms that the Client shall not disclose the information to any third party and shall not use the information except for the purpose of our assessment
 - d. we shall not disclose your name or address or contact details to any Client
 - e. your information is true and accurate in all respects
 - f. we may retain your information on our database and process it in accordance with the Data Protection Act 1998 until you request that we remove it, or we are required by law to remove it, or you decline to accept our terms in accordance with clause 6
5. In the event that we decide that we are able to provide services to you we may, without any obligation to do so, inform you at that time and advise you of the terms that will then apply, which you will be free to accept or reject.
6. In the event that you do not agree our terms as referred to in clause 5 we shall remove your information from our database and these terms shall no longer apply.
7. These terms represent the sole and entire agreement between us and you unless and until any terms referred to in clause 5 are agreed.
8. This agreement is subject to the laws of Scotland, England and Wales and the jurisdiction of the Scottish and English Courts.

Organisations to whom you do not wish us to disclose information:

RECRUITMENT ZONE REGISTRATION FORM

Please read and complete all of the relevant sections below. Please note that no placement of a candidate can take place unless all of the relevant sections of this form are completed and signed.

The information requested within this form is purely for the purpose of assisting Recruitment Zone Ltd (“RZL”) of Ratho Park, 88 Glasgow Road, Ratho Station, Edinburgh, EH28 8PP and all RZL branch offices to meet our legal requirements, and in order to locate the most suitable placement for you. RZL are registered with the Data Protection Commission to process personal data for the purposes of providing recruitment services and warrant to comply with the Data Protection Act 1998

SECTION 1 – To be completed by all candidates

Contact details:

Candidate Name:.....

Email Address:.....

Entitlement to Work:

We are obliged under the Immigration and Asylum Act 1999 to verify that all of our candidates are entitled to work in the UK and no placement can take place until this has been verified. Please confirm which of the following best describes your entitlement to work in the UK:-

- UK/EC passport holder
- Commonwealth citizen with UK partiality
- Non-EEC passport holder, with Right of Abode or Permanent Resident Status
- Commonwealth Citizen with Working Holiday visa
- Other – please specify.....

We will need documentary evidence to support the above entitlement, prior to placement – can you readily produce any of the following documentary evidence to support the above entitlement?

YES NO

Note: The production to RZL of a Work Permit does not evidence the right to work in the United Kingdom for any party other than the employer stated on the work permit. Accordingly, unless RZL is the employer agreed with Work Permits UK, the candidate has no right to work in the UK (save for the named employer).

A P60, P45 or a payslip must be accompanied by either your passport or birth certificate. If you are unable to provide the above documentary evidence to support your entitlement please confirm the reason for this.

.....
.....

Availability to Work:

Which Days Can you work?

Mon	Tues	Weds	Thurs	Fri	Sat	Sun

What Hours can you work?

--	--	--	--	--	--	--

General (please write 'CV' if this information appears on your CV)

What type of assignment are you seeking? Temporary Contract Permanent

What type of work are you seeking?

Please indicate Qualifications:

Please indicate membership of any Professional Bodies:

Do you have a driving licence?

Do you have your own transport?

Other Information:

Are you currently suffering from any medical condition(s) which may impair or affect your ability to work or which require special conditions of work? YES NO

If YES please explain how your medical conditions(s) may impair or affect your ability to work or any special conditions required:

.....

Have you had any time off work due to sickness over the last 18 months? YES NO

If YES to the above please provide the reasons and the period of absence:

.....

If necessary do you consent to being examined by a suitably qualified independent medical practitioner? YES NO

If necessary do you consent to us writing to your General Practitioner (Doctor) for a medical report in respect of any of the above information? YES NO

Would you object to a drug/alcohol test? YES NO

Do you have any convictions other than for minor road traffic offences or those that are spent? YES NO

If YES, please provide details

Have you ever been Police/Criminal Records Bureau or Disclosure Scotland checked? YES NO

If YES can you provide written confirmation? YES NO

Please indicate any issue which may hinder or in any way affect your ability to perform services for RZL or a client of RZL:

.....

Please indicate any company for which you would not agree to be put forward or any reason why you would not want to be put forward to any particular company for an assignment:

.....

SECTION 3 – Only to be completed by candidates operating through a limited company

Supplier Name (Limited Company):.....

Registered Office Address:.....

Company Registration No: VAT No (if appropriate):

Can you provide a copy of the Limited Company’s Certificate of Incorporation? YES NO

Can you provide a copy of the Limited Company’s Professional Indemnity Insurance? YES NO

Is the Candidate a Director of the Supplier? (If NO, please provide contact details) YES NO

Contact Name:..... Position:Telephone:

An Opt Out Notice is available for signature for those Limited Companies wishing to opt out in accordance with Regulation 32(9) of the Employment Agencies and Employment Businesses Regulations 2003. This will be issued on request.

SECTION 4 – Declaration

Please complete and sign the declaration below

Declaration	
I have read and understood the content of this form and confirm that its contents and those of my CV are correct and that I will notify RZL if any of the details provided become untrue or out of date.	
I give my consent to RZL to carry out relevant screening checks on my background and to take up references from the details supplied.	
I warrant that the above named referees are not relatives of mine and that RZL is authorised to pass on details of the referees or the information obtained to Clients of RZL.	
I give my consent to RZL to a request a Criminal Records Bureau check.	
In addition, I consent to RZL holding and using the information I have provided in trying to find me an assignment and this may include disclosing my details to clients (including potential clients) of RZL, both within and outside of the UK.	
..... Signed by the Candidate Date
[Where the candidate is operating through a limited company]	
..... Signed by a Director of the Limited Company Date