



Name:
Applicant No:
Date:

Passport Photo
<i>(If applicable)</i>

# Commercial APPLICATION FORM

Inside Right is committed to supporting all their workers, protecting them from any form of exploitation and operating in accordance with UK legislation.

As part of this commitment we inform all new recruits that it is against UK law to ask workers to pay anything in order to gain work in the UK. As of April 2009 this also extends to paying money to people outside of the UK to gain work in the UK. Inside Right does not utilise or associate with companies in or outside the UK who charge jobseekers to help gain work placements.

For this reason we would ask workers who have been asked to pay any money to any individual, company or agency to enable them to find work with Inside Right, to inform us below or if you prefer you can inform Inside Right directly by calling our Workers Support Team on 01902 21 27 58. Please supply full details of any such payments and who you have paid monies to and leave your contact information.

I hereby confirm I have not paid any monies to Inside Right or any company associated to Inside Right to gain work placements in the UK and agree to inform Inside Right should I be approached by any person in the future asking for similar requests. I understand I may have to pay UK government agencies such as the Home Office to gain a workers permit in the UK which I am required to pay a fee for, Inside Right may apply for this on my behalf and request the required fee.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Dated \_\_\_\_\_

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I have been charged to gain work in the UK below are all the detail of the charge and the person I have paid:

Name of person I paid : \_\_\_\_\_

Name of Agency I paid : \_\_\_\_\_

Date paid : \_\_\_\_\_

Amount paid in GBP: £ \_\_\_\_\_

Address of person or agency I paid : \_\_\_\_\_

Contact telephone numbers and email for the person or agency I paid : \_\_\_\_\_

I hereby give Inside Right permission to contact the above to follow investigate on my behalf.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Dated \_\_\_\_\_

**Personal Details****MANDATORY, PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS**

Surname

Forename(s)

Previous names (e.g. maiden name/ /deed poll change)

Title: Mr/Mrs/Miss/Ms/other, please specify

Address

Date of Birth

Postcode

Email

**Your Payslip will be emailed to this address.**

Work tel, including ext.

Discretion assured

Mobile

Home tel

Do you have a current driving licence?

Yes/No

Do you have your own transport? Yes/No

Please state type

Languages spoken

Please indicate fluency

Current job title

Benefits

Current salary rate

Are you willing to relocate?

Yes/No

Notice period

Are you willing to work overseas?

Yes/No

If yes, please state preferred locations,  
Status and nationality

Please tick here if you wish to receive careers information from Inside Right

Marketing information will be clearly indicated in the title

**Bank Details**

Bank/Building Society: \_\_\_\_\_

Account No: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Building Society Reference No: \_\_\_\_\_

Name of Account Holder: \_\_\_\_\_

Is this your personal account ? YES  NO Pay Type: PAYE Composite Company  Ltd Company 

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Professional qualifications/memberships**

Including passed finalists. All professional qualifications will be verified with the relevant institutes.

Qualification title

Stage/level

Registration No.

Date

Current status

New exam date

**Eligibility to work in the UK**

UK legislation requires all candidates to provide appropriate evidence

By what means are you eligible to work in the UK?

Type of visa/work permit (if applicable)

Expiry date

NI number

## Position Sought

Position

Salary/rate required

Locations preferred

Hours

This information helps us to cater for your personal circumstances

Do you have any medical condition or disability which may require any special facilities or support at work? Yes/No  
If yes please give details

## Health & Safety

Are you prepared to work unsociable hours? Yes/No

Or at nights (from 23.00-06.00) Yes/No  
If yes, you should complete a health assessment form

Do you hold any first aid qualifications? Yes/No

If yes please give details

In case of an emergency please provide details of someone we may contact

Name

Tel

Address

Mobile

Contact will only be made strictly in an emergency

Please list any organisations you do **NOT** wish us to approach on your behalf

Organisation

Reason

## Enhancing your career search

Please list any organisations you would like us to approach on your behalf

Have you registered with any other Inside Right offices?

Yes/No if yes, please state which office

Have you registered online at Inside Right for job alert services?

Yes/No If no, please ask your consultant for details

## References

Your current employer will not be contacted without your express permission

**Temporary assignments:** Prior to any placement we will need to obtain satisfactory references from your recent employers. Please provide details of a minimum of two recent referees we may approach.

**Permanent positions:** Referees help us to find you suitable employment. Please list employers that we may contact during our search. Your current employer will not be contacted without your consent.

Surname		Forename	
Title	Initial(s)	Position	
Company		Tel no.	
Address		Postcode	
Email		Date employed	from to

Surname		Forename	
Title	Initial(s)	Position	
Company		Tel no.	
Address		Postcode	
Email		Date employed	from to

Should we experience delays in verifying your employment history, please make yourself available to help. The absence of suitable or accurate references could hinder your chances of finding a suitable temporary assignment quickly.

## Criminal record and security checks

This information will be used to identify appropriate opportunities for you and NOT as a short listing tool in the recruitment process

Do you hold a Criminal Records Bureau Disclosure or overseas police check carried out within the last 3 years?  
If yes, please give details Yes/No

Have you ever been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974?  
If yes, please give details Yes/No

You may be offered an opportunity to work within an environment or establishment where you may come into contact with children or other vulnerable groups, or your profession/occupation may fall within certain excepted categories. Where this is likely to apply, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 requires us to ask you for additional information.

A criminal record check from the Criminal Records Bureau may be required where this type of work is sought.

Do you have any previous convictions, whether or not they are "spent" within the Act, including any cautions, reprimands, final warnings, bind-overs or any convictions from overseas?  
If yes, please give details Yes/No

Do you hold any form of current security clearance? Yes/No

Date granted Expiry date

Level of clearance Place of work when granted

I confirm that the information I provided on this form and within my CV, if applicable, is both truthful and accurate. I have omitted no facts that could affect my future employment. I understand that any engagement entered into is subject to documentary evidence of my right to work in the UK, verification of any professional qualifications and, in the case of temporary assignments, subject to satisfactory references. I expressly consent to any sensitive or personal data, disclosed as part of my application, being used in connection with the search for work, subject to the relevant Data Protection legislation.

I will inform Inside Right immediately of any circumstances that may affect my work, such as changes to health, subsequent pending prosecutions or convictions, which may arise whilst I am registered for permanent or temporary work. I understand that Inside Right has the right to request a Criminal Records Bureau Disclosure where they consider it necessary and that any details from this, or any other police checks provided, may be forwarded to a potential employer.

Signed

Print name

Date