



APPLICANT CARD

Reg Date:
Consultant ID:
Payroll No:

Please complete in **BLOCK CAPITAL LETTERS**

Mr	Mrs	Miss	Ms	Other (please state)			
Forename					Surname		
National Insurance Number					Gender	Male	Female
Address							
Postcode				Date of Birth (Optional)			
Home number				Mobile number			
Email address							
Do you have a current driving licence?			Yes	No	Type of Licence		
Own Transport	Yes	No	Type of Transport				

In case of an Emergency, please provide details of someone you wish us to contact.

Name: Relationship:

Address:

Mobile: Tel
No.

Contact will only be made strictly in emergency

Registration Information (to be completed by New Recruits)

ID Taken	Passport	Birth Certificate	ID Card	Visa
Right to Work	YES	NO	Expiry Date:	
NI Proof	YES	NO		
Proof of Address	YES	NO		
Driving Licence	YES	NO	Type:	
CPC/ Digi Taco	YES	NO	Copy Taken?	

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 service, and to find out your needs in order to perform the job or position sought.

Information required	Details
1. Do you have any health issues or a disability relevant, which may make it difficult for you to carry out functions which are essential for the role you seek	
2. If you have a disability, what are your needs in terms of reasonable adjustments, in order to access this recruitment service and to attend interviews, or take tests etc?	<i>Please specify:</i>

Do you suffer from any of the following health conditions?	Yes/No	Notes
Diabetes		
Heart or circulatory disorders		
Stomach or intestinal disorders		
Stomach or intestinal disorders		
Any condition that causes difficulty sleeping		
Chronic chest disorders		
Any medical condition requiring medication to a strict timetable		
Any other health factors that might affect fitness at work		

If you have answered 'yes' to any of the above questions, you may be asked to see a doctor or nurse for further assessment

Signed..... Date.....

I hereby certify that I have been asked to complete a health assessment questionnaire for night workers but have declined the offer to do so. I give consent for this information to be kept on my personnel file and understand that this information is given in strict confidence

Signed..... Date.....

48 HOUR OPT OUT AGREEMENT

1. DEFINITIONS

1.1. In this Agreement the following definitions apply:

“Employee” means _____;

“Employer” means **New Recruits Professional Services Ltd, (Company Reg No. 07055014)**

“Working Week” means an average of 48 hours in each seven-day period calculated over a 17 week reference period

1.2. References to the singular include the plural and references to the masculine include the feminine and vice versa

1.3. The headings contained in this Agreement are for convenience only and do not affect their interpretation

2. RESTRICTION

The Working Time Regulations 1998 provide:

that the employee shall not work in excess of the working week unless s/he agrees in writing that this limit shall not apply.

3. CONSENT

The Employee hereby agrees that the Working Week limit shall not apply.

4. WITHDRAWAL OF CONSENT

4.1. The Employee may end this Agreement by giving 4 Weeks’ notice in writing.

4.2. For the avoidance of doubt, any notice bringing this Agreement to an end shall not be construed as notice of termination of employment by the employee

4.3. Upon the expiry of the notice period set out in Clause 4.1 the Working Week limit shall apply with immediate effect

5. THE LAW

This Agreement is governed by the law of England & Wales/Scotland/ Northern Ireland and is subject to the exclusive jurisdiction of the Courts of England & Wales/Scotland/ Northern Ireland

Signed by the Employee

Date

CRIMINAL RECORD DISCLOSURE

We are asking you to complete this form in relation to job roles which are not exempt from the Rehabilitation of Offenders Act 1974. 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 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, meaning that you are required to disclose spent convictions, we will ask you to complete an additional criminal disclosure form. You are not required complete that additional form if you do not wish to be put forward for that type of work.

Information Required

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.	
You are not required to provide any information about protected (filtered) offences.	

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 considered 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 time that we are made aware of a conviction that have not disclosed to us, we may be legally required to inform our client of that information and your assignment may be terminated.

Signed..... **Date**.....

COLLECTION AND USE OF PERSONAL DATA

1. Collection and use of personal data

a. Purpose of processing and legal basis

New Recruits will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. This includes for example, contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities arranging payments to you and managing our services and relationship with you and our clients.

In some cases, we may be required to use your data for the purpose of investigating, reporting and your detecting crime and to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

The legal bases we rely upon to offer these services to you are:

- Your consent
- Where we have a legitimate interest
- To comply with a legal obligation that we have
- To fulfil a contractual obligation that we have with you

b. Legitimate interest

This is where New Recruits has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where New Recruits has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

a. Statutory/contractual requirement

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this contract. You are obliged to provide the personal data.

If you believe that any of your data that New Recruits processes is incorrect or incomplete, please contact us and we will take reasonable steps to check its accuracy and correct it where necessary

You can also contact us if you want us to restrict the type or amount of data, we process for you, access your personal data or exercise any of the other rights listed above.

DATA RETENTION

New Recruits will retain your personal data only for as long as is necessary for the purpose we collect it. Different laws may also require us to keep different data for periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as it legally required by HMRC and associated national minimum wage, social security and tax legislation

Where New Recruits has obtained your consent to process your sensitive personal data, we will do so in line with our retention policy.

Upon expiry of that period New Recruits will seek further consent from you.

Where consent is not granted New Recruits will cease to process your sensitive personal data.

YOUR RIGHTS

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data New Recruits processes on you;
- The right of access to the personal data New Recruits processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to New Recruits processing your personal data you have the right to withdraw consent at any time. You can do this by contacting Steve Wilson, Area Manager on s.wilson@new-recruits.com.

There may be circumstances where New Recruits will still need to process your data for legal or official reasons. We will inform you if this is the case. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

COMPLAINTS AND QUERIES

If you wish to complain about this privacy notice or any of the procedures set out in it, please contact: Steve Wilson, Area Manager on 01295 277442 who handles data protection issues.

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, or if you believe that your data protection rights have not been adhered to.

If, during a temporary assignment, the Client wishes to employ me direct, I acknowledge that New Recruits 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 / temporary worker:

Date:

NUMBERACY AND LITERACY QUESTIONS

Below are basic numeracy and literacy questions. **Completion of these questions will not affect your chances of work through New Recruits.**

Some of our clients require candidates to complete a basic test to assess their level of understanding.

The following questions are **OPTIONAL**. If you require any additional time or support to complete the questionnaire please do not hesitate to speak to a New Recruits member of staff who will be happy to assist you.

We can offer the below questionnaires in a larger print or in audio format if required.

ARITHMETIC

Please complete the following:

- | | |
|------------------------|-----------------------|
| 1. $15 + 7 + 11 - 3 =$ | 4. $10 + 8 + 6 + 3 =$ |
| 2. $7 + 12 + 9 - 4 =$ | 5. $3 \times 6 =$ |
| 3. $7 + 12 + 9 - 4 =$ | 6. $26 \times 7 =$ |

LANGUAGE

Read the passage below and circle the correct answer in the multiple-choice questions.

***'When working in a warehouse, health and safety is everyone's responsibility.
High visibility vests must be worn immediately upon entering the site, when walking around the site everybody must walk within the yellow walkways.'***

1. ***Whose responsibility is health and safety?***
(a) Health and safety Manager (b) Site manager (c) Yours (d) everyone's

2. ***When must you wear high visibility vests?***
(a) In the dark (b) In the warehouse (c) Upon entering site (d) only when crossing roads

3. ***What MUST you do when walking around site?***

(a) Not exceed 15mph
(b) Walk within yellow walkways
(c) Walk in single file
(d) Never walk around site.

UNDERSTANDING PICK LISTS

Below is an example of a pick list.

Please answer the questions below. All answers can be found in the pick list.

0013 BAN	BANBURY	DATE:	16.9.04
REFERENCE:	B200		
DEPOT:	OXFORD	INVOICE:	213
Page		1	Of 1

Location	Batch	Size	Qty	Product Code	Unit	Price	A1
01-A-26	32AA558	10	1	TRSR1001	1	15	RP
01-A-08	22AD015	12	1	TRSR2001	1	15	RP
02-A-19	366WA26	8	1	JCKT1220	1	22	RP
02-A-22	566EE04	10	1	JEAN1633	1	22	RP
02-B-02	159AQ55	14	1	JEAN1344	1	22	RP
02-B-30	125BB32	12	1	SHIR6411	1	25	RP
02-C-22	516BB32	10	2	COAT1333	1	35	MN
04-A-16	32AAS58	10	1	JMPR1399	1	15	RP
04-A-20	22ADL15	12	1	JMPR1322	1	15	RP
07-A-19	83WP111	8	1	SHOE1400	1	22	RP
07-A-21	33RR111	10	3	SHOE1544	1	40	RP
08-A-01	159AW55	14	1	SHOE1800	1	40	RP
08-B-03	445BA32	12	1	TRNR1677	1	40	RP
09-A-21	316BB32	10	2	TRNR1679	1	40	MN

1. What is the batch number for location 08-A-01?
2. In what location is product code JEAN1344?
3. What is the quantity required for product code TRNR1679?
4. What is the invoice number?
5. Where is the depot?

EMPLOYMENT HISTORY

(References will not be contacted without your permission)

Temporary Assignments: Prior to any placement we need to obtain 2 satisfactory references.

Permanent positions: Please list employers that we may contact during out search.

Name and Address of Company:

Job Title:

Duties:

Dates From/To:

Salary:

Reason for Leaving:

References:

Name and Address of Company:

Job Title:

Duties:

Dates From/To:

Salary:

Reason for Leaving:

References:

Name and Address of Company:

Job Title:

Duties:

Dates From/To:

Salary:

Reason for Leaving:

References:

INTERVIEW QUESTIONS

1. What Shift/Hours are you looking for?
(i.e. 8 hours/ 12 hours - Roto Shifts)
2. What distance are you willing to travel for work?
3. Do you have your own transport?
4. Are you available Weekends?
5. Do you have any holidays booked this year?
6. Do you have Safety Shoes?
7. Are you available for work on short notice?
8. When are you available to start?
9. Are you registered with any other agencies?
If so, where have they sent you?

Interviewer Notes

TEST SCORE: / 14

Please tick all boxes you have experience in:

Industrial Experience

- Pallet Truck ☐
- Order Picker ☐
- Cleaner ☐
- Assembly ☐
- Refuse Collector ☐
- Automated Picking ☐
- Mail Sorter ☐
- Food Production ☐
- RF Scanning ☐
- Labourer ☐
- Gardener ☐
- Machine Operative ☐

Driving Experience

- Class 1 ☐
- Class 2 ☐
- 7.5 ton ☐
- 3.5 ton ☐
- Car ☐
- Digi Card ☐
- Multi Drop ☐
- Parcels ☐
- PSV ☐
- Driver Mate ☐
- Removals ☐
- CPC Card ☐

Computer Skills

- Word ☐
- Access ☐
- Outlook ☐
- Audio typing ☐
- SAGE ☐
- CAD ☐
- Excel ☐
- PowerPoint ☐
- Internet ☐
- Copy Typing ☐
- SAP ☐
- Other ☐

Office Experience

- Administrator ☐
- Secretary General ☐
- Call Centre ☐
- Telemarketing ☐
- Credit Control ☐
- Retail Assistant ☐
- Customer Service ☐
- Supervision ☐

Office Experience

- Data Entry ☐
- Admin ☐
- PA ☐
- Clerk ☐
- Reception ☐
- Cash Handling ☐
- Sales Ledger ☐
- HR/Assistant ☐

Forklift Experience

- High Reach ☐
- Very Narrow Aisle ☐
- Pallet Truck Ride on ☐
- Counterbalance ☐
- Bendi Truck ☐
- Reach ☐
- Pallet truck ☐
- Other ☐