



[www.inghamkids.co.uk](http://www.inghamkids.co.uk)  
[info@inghamkids.co.uk](mailto:info@inghamkids.co.uk)

## Candidates Registration Form

### 1. Equal opportunities

Gingham Kids is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of gender, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a trade union and we place an obligation upon all staff to respect and act in accordance with the policy.

Gingham Kids shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Gingham Kids will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

### 2. Candidate/ temporary worker and intermediary details

Information required	Details (remember to retain copies of documents checked)	Date of check
<b>Worker details</b>		
Name (first and last names are mandatory, middle names are optional)		
Home address and postcode		
National Insurance number (or date of birth and gender if no National Insurance no.)	DOB format dd/mm/yyyy	
Identity check		

Information required	Details (remember to retain copies of documents checked)	Date of check
<p>Right to work check</p> <p>Do you have immigration permission to work in the UK?</p> <p>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 Gingham Kids for temporary work.</p>	Yes/ no	

**HOW MUCH NOTICE IS REQUIRED? :**

**HAS NOTICE BEEN GIVEN? : YES/NO**

### 3. Criminal Convictions

Information required	Details
Do you have any unspent* criminal convictions?	Yes/ no
<p>If yes, state convictions and dates.</p> <p>Do you have an up to date DBS?</p>	

### 4. Qualifications, authorisations

Insert details of any professional qualifications required or authorisations required to work – these will differ according to sector e.g

Information required	Details (remember to retain copies of documents checked)	Date of check
<p>NVQ Level 2</p> <p>NVQ Level 3</p> <p>Common Core Skills for Nannies</p> <p>Child Protection</p> <p>Paediatric First Aid</p> <p>Maternity Nurse Training</p> <p>Others</p>		

Do you hold a current driving licence? : *Yes/No*

Do you have any penalty points? : *Yes/No*

Date of passing test:

Do you own a car? : *Yes/No*

Do you have experience of driving with children? : *Yes/No*

## 5. 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?	Yes/ no If yes, please specify
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 interview, or to take aptitude tests etc.?	Please specify

Do you smoke? : *Yes/No*

## 6. Ideal Position

Please provide details about your ideal position. Describe the type of work you are looking for and what you would consider to be the normal duties in such a position. Is there anything you would not do that would normally be expected and is there anything special you have to offer?

## 7. References

Please give names and addresses of three referees that we can contact. These should not be relatives and should include a previous employer.

(1)

Name:

Address:

Telephone number:

(2)

Name:

Address:

Telephone number:

Can we contact your current employer? : *Yes/No*

Any other points that you consider would help support your application:

If you do not have a current DBS check you will be required to present at interview a valid Passport or photo Driving Licence together with two documents showing you current address (e.g. recent utility bills, credit card, bank, mortgage, or insurance statement).

Please bring hard copy certificates of your qualifications with you to interview.

If you do not hold a valid Passport or photo Driving Licence other documents will be required in addition to proof of address (e.g. Paper Driving Licence, original Birth Certificate, Marriage Certificate, P45 or P60 or a professional registration certificate).

## 8. Data Protection Statement

The information that you provide on this form and on any CV given will be used by Gingham Kids 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/ Temporary worker 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 Family wishes to employ me direct, I acknowledge that Gingham Kids will be entitled either to charge the Family an introduction/transfer fee, or to agree an extension of the hiring period with the Family (after which I may be employed by the Family without further charge being applicable to the Family).

Signed by candidate / temporary worker:

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Date:

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