

## CANDIDATE REGISTRATION FORM

(Updated May 2018 to incorporate GDPR legislation)

### Equal opportunities

Apex Engineering Solutions 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.

Apex Engineering Solutions 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. Apex Engineering Solutions 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.

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

Information required	Details (remember to retain copies of documents checked)	Date of check
<b>Worker details</b>		
<ul style="list-style-type: none"> <li>Name (first and last names are mandatory, middle names are optional)</li> </ul>		
<ul style="list-style-type: none"> <li>Home address and postcode</li> </ul>		
<ul style="list-style-type: none"> <li>National Insurance number (<u>or</u> date of birth <u>and</u> gender if no National Insurance no.)</li> </ul>	DOB format dd/mm/yyyy	
<ul style="list-style-type: none"> <li>Identity check</li> </ul>		

Information required	Details (remember to retain copies of documents checked)	Date of check
[detail the documents seen to confirm the candidate's/ temporary worker's identity]		
<ul style="list-style-type: none"> <li>Right to work check</li> </ul> <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 Apex Engineering Solutions for temporary work.</p>	<p>Yes/ no</p> <p>If permission is restricted, note any restrictions.</p>	
<p><b>This section should be completed where the individual is a temporary worker and is engaged via an intermediary such as an umbrella company, a personal services company, a partnership, a CIS intermediary or other or operates as a sole trader.</b></p> <p><b>Intermediary details (i.e. the party receiving payment for the worker's services)</b></p>		
<ul style="list-style-type: none"> <li>Name of the party paid for the worker's services:</li> </ul>		
<ul style="list-style-type: none"> <li>Companies House registration no. (if a limited company):</li> </ul>		
<ul style="list-style-type: none"> <li>Address of the party paid for the worker's services:</li> </ul>		
<ul style="list-style-type: none"> <li>Unique tax reference no. (UTR) – to be completed where the intermediary or sole trader did not operate PAYE:</li> </ul>		
<ul style="list-style-type: none"> <li>VAT registration number of the limited company (if VAT registered):</li> </ul>		
<ul style="list-style-type: none"> <li>Shareholding owned by the worker where working through a limited company:</li> </ul>		

**2. Criminal record disclosure** (please delete clearly as appropriate)

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 the 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.

<b>Information required</b>	<b>Details</b>
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.	
<b>You are not required to provide any information about protected (filtered) offences.</b>	

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 taken into account 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.

### 3. 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>[Examples only:</p> <ul style="list-style-type: none"> <li>• drivers – current driving licence, Certificate of Professional Competence</li> <li>• solicitors – a current Practising Certificate, professional indemnity insurance (optional)</li> <li>• doctors – a current licence to practice and registration with the General Medical Council</li> <li>• nurses – a current registration with the NMC plus professional indemnity insurance</li> <li>• other health professionals – registration with the appropriate body]</li> </ul>		

### 4. 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 to the role 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

## **Data Protection Statement**

Apex Engineering Solutions provides work-finding services to its clients and work-seekers. We must process personal data (including sensitive personal data) so that we can provide these services – in doing so, we act as a data controller. This is why we have asked for your personal data on this form. When we process your personal data we must do so in accordance with data protection laws. Those laws require us to give you a Privacy Statement to explain how we manage your personal data. Please see the Privacy Statement which will be supplied separately.]

## **Annex A – Data protection**

In this Annex we explain how Apex Engineering Solutions manages your personal data.

### **1. Collection and use of personal data**

#### **a. Purpose of processing and legal basis**

Apex Engineering Solutions 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 developing 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 detecting crime and also 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 Apex Engineering Solutions 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 we have relied on a legitimate interest to process your personal data our legitimate interests is as follows:

- The information we have gathered will enable us as a recruitment business to fulfil our duties and obligations to source suitable employment opportunities based on your skills and experience.

#### **c. Statutory/contractual requirement**

Your personal data is required by a contractual requirement (e.g. our client may require this personal data), and is a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

- We will not be able to meet our contractual obligations with our clients and therefore you will be withdrawn from the recruitment process and we will not be able to actively seek employment opportunities for you.

## 2. Data retention

The Company 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 different 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 long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

Where the Company has obtained your consent to process your personal data, we will do so in line with our privacy policy. Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your personal data.

## 3. Your rights

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

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company 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 the Company processing your personal data you have the right to withdraw that consent at any time by contacting the Data Protection Representative.

There may be circumstances where the Company 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.

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

**You can also contact us using the above details 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.**

#### **4. Complaints or queries**

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: The Company's Data Protection Representative.

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, if you believe that your data protection rights have not been adhered to.