**We are committed to a policy of equal opportunities for all work-seekers and shall adhere to such policy at all times and review on an on-going basis all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally, irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion , political beliefs, pregnancy, gender re-assignment or membership or non membership of a trade union and we place an obligation upon all staff to respect and act in accordance with this policy. We shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a job or assignment, or in any terms of employment or terms of engagement for temporary workers. We 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 a particular vacancy**.

**PERSONAL INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name** |  | **First Name** |  | **Title** |  |
| **NI Number** |  | **Date of Birth** |  |
| **Address** |  |
| **Home Phone** |  | **Mobile** |  | **Email** |  |
| **Means of Transportation** |   |  **Public Transport** |   |
| **Max Travel Time** |  | **Current Full Driving Licence** |  **Yes No** |
| **Do you Require a Work Permit?** |  **Yes No** | **Other Languages Spoken** |  |
| **How did you hear about us?** |  |
| **Type of Permanent Role Sought?** |  **Full Time** |  **Part time** |   **Both** |
| **Notice Period** |  | **Date Available From** |  |
| **Salary Sought** |  | **Benefits Sought** |  |
| **Preferred Area of Work** |  | **Positions Sought** |  |
| **Do you have any Unspent Criminal Convictions?** **Yes/No****If yes, state convictions and dates:** **(NB Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details of all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in reasonable opinion of Bridge Recruitment UK Limited, 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 or terminate an assignment if the offence is not declared but later comes to light).****REFERENCES** |
| **Name** |  | **Job Title** |  | **E-mail**  |  |
| **Company**  |  | **Telephone** |  | **Fax** |  |
| **Address** |  |
|  |
| **Name** |  | **Job Title** |  | **E-mail**  |  |
| **Company**  |  | **Telephone** |  | **Fax** |  |
| **Address** |  |

**In order to deal with your job application efficiently, Bridge Recruitment UK Ltd collects relevant information about you (through interviews, CVs, references and this questionnaire) such as your identity details and information about your salary, education, career expectations, skills etc. (referred to hereinafter as ‘personal details’). Information about your health and/or court/criminal record is only processed if it is relevant to your application and this takes place in accordance with the restrictions imposed by law. If you provide Bridge Recruitment UK Ltd with information about third parties, Bridge Recruitment UK Ltd will assume that the third party in question has given you permission to do so. Bridge Recruitment UK Ltd will process your personal details within the context of private employment mediation (recruitment work) and for the purpose of producing statistics and complying with regulations. Bridge Recruitment UK Ltd may also use these details to inform you about its products and services unless you expressly state that you do not want it to do so. Bridge Recruitment UK Ltd is only able to submit your personal details to its customers in the context of private employment meditation. If you wish to make use of your right to peruse and correct this information or if you have any other questions in connection of processing of your personal details, please contact: Bridge Recruitment UK Ltd, 16 Bybow Farm, Wilmington, Kent, DA2 7ER who is responsible for the processing. By completing and/or signing this form you give Bridge Recruitment UK Ltd permission to contact the references you gave and to collect your personal details, process them, disclose them and use them as set out above.**

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| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |