

Registration

Please email the completed form to info@adrem.uk.com or send by fax 020 7562 8283

Date	Division
Name	Mobile no Home no
Address	Email
Current job title	Current salary
From/to	Notice period
Role sought	Salary sought

Where did you hear of us?

Websites

- Adrem website
- Coroflot
- Guardian online
- Secs in the city
- BD online
- The Architecture Room

- Gumtree
- Design Week online
- Workgateways
- Mad.co.uk
- Linked In
- Other, please specify below

Press

- Design Week
- AJ
- BD
- Other, please specify below

Other

- Referral
- Post card
- Emailer
- Tube Ad - Barbican
- Tube Ad - Farringdon
- Tube Ad - Old Street
- Other, please specify below



Registration continued:

How we are to provide you with recruitment services.

- **Adrem Recruitment Limited** are to provide you with permanent recruitment services that is to say we act as an agency as defined under The Employment Agencies Act 1973
- You authorise **Adrem Recruitment Limited** to seek work on your behalf

Equal opportunity statement

Adrem Recruitment Limited 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 sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, 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.

Adrem Recruitment Limited 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. **Adrem Recruitment Limited** 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.

Criminal Convictions

If you have any unspent criminal convictions please detail below?

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(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 for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of **Adrem Recruitment 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.)

Permission to work in the UK

Do you have immigrations permission to work in the UK? Yes/No

(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 **Adrem Recruitment Limited** for work. You should have bought this with you today. If you haven't please make arrangements with your recruitment consultant to produce a copy asap)

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.

Do you have any health issues or a disability relevant to the position or role you seek? Yes/No

If yes, please specify

If you have a disability, what are your needs in terms of reasonable adjustments to enable you to perform the role sought?

Please specify.....

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



Registration continued:

Data Protection Statement

The information that you provide on this form and on any CV given will be used by **Adrem Recruitment Limited** 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 present or detect crime, to protect public funds, or in other way permitted or required by law.

Candidate 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 Client wishes to employ me direct, I acknowledge that **Adrem Recruitment Limited** 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

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NameDate.....

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