

## APPLICANT DECLARATION FORM

**Forename:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

Have you ever been convicted of a criminal offence?  YES  NO

*(If yes, please give date and nature of offence, continuing overleaf if necessary)*

Spent convictions do not need to be declared under the Rehabilitation of Offenders Act 1974. However, individuals working with children and vulnerable adults are exempt from the above Act and MUST declare all offences, including spent convictions. The information you give will be treated in strict confidence and only taken into account where the offence is relevant to the position for which you are applying.

In the event that an assignment involves working with children or vulnerable adults, or in a certain profession, CPI Selection will request a Disclosure. CPI Selection complies fully with the Rehabilitation of Offenders Act 1974 and the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure based on conviction or other information revealed.

For the avoidance of doubt, CPI Selection will act as an employment agency on your behalf if you are seeking permanent work and as an employment business if you are seeking temporary work. The type of work that CPI Selection will find or seek to find you is \_\_\_\_\_ as discussed and agreed during your registration interview.

I hereby certify that to the best of my knowledge and belief all the information given by me is true and correct, and that all the questions have been accurately and answered in full.

- I give my consent for all my details provided during registration to be stored on computer according to General Data Protection Regulation, you can find the official PDF of the Regulation (EU) 2016/679 (General Data Protection Regulation) here: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>
- I confirm that I have (re-) registered with CPI Selection through my own choice.
- I confirm that, should any of my personal details change (e.g. contact details, visa / work permit validity), I will inform CPI Selection immediately.
- I confirm that I am eligible to work in the UK.
- I give my consent for CPI Selection to search for and submit my details for temporary and / or permanent vacancies, as it deems suitable, and for CPI Selection to pass any reference, if necessary, to potential selected employers.
- I undertake to notify CPI Selection of the details of any offer of employment made to me arising directly or indirectly as a result of my registration with CPI Selection.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*CPI Selection will hold and process your data for recruitment purposes only and, from time to time, may contact you for market research purposes and to make further offers to you. Your data may also be used for audit purposes by third parties, and be passed to other companies in CPI Selection or their legal advisers. If you would prefer not to be contacted in any manner, including email, once you are no longer seeking work through CPI Selection, or do not give your consent for your data to be used for third party audit purposes, please contact your local office.*