

Candidate Registration Form



Name:

Date of Birth:

Driver:

Yes

No

Telephone:

Email:

Address:

Postcode:

Languages:

Please indicate which languages you speak fluently by ticking the relevant box:

	Native Fluency	Very good (but not native)	Good	Average	Basic
German					
French					
Spanish					
Italian					
Swedish					
Norwegian					
Finnish					
English					
Additional:					

Next of Kin Emergency Information:

Name:

Telephone:

Relationship:

Reference: Work

Name:	Company Name:
Job Title:	Contact No & Email:
Your Job Title:	Dates You Worked:

Reference: Personal

Name:	Contact No:
Job Title:	Email:
How Do They Know You?	Length of Time They've Known You:

Bank Details:

Bank Name:

Account No:

Name on Card:

Sort Code:

CPI Declaration Form:

Have you ever been convicted of a criminal offence?

Yes

No

(If yes, please give date and nature of offence)

Spent convictions need not 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 confidence and only considered where the offence is relevant to the post for which you are applying.

CPI Selection will, if an assignment involves working with children or vulnerable adults, or in a certain profession, request a Disclosure. CPI Selection complies fully with the Rehabilitation of Offenders Act 1974 and the CRB 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.

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 fully answered.

- 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://gdpr-info.eu/>
- 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.
- **Are you eligible to Work in the UK?**

Yes

No

As you may be aware, Companies now have a legal responsibility to ensure that all of their workers have the right to work and live in the United Kingdom. Companies face criminal prosecution if they do not do this. When you start work for CPI Selection you must present original documentary evidence that you do have the right to work and live in the United Kingdom.

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.

Health & Safety Declaration:

CPI Selection is committed to treating all applicants with respect and to acting in their best interests. It is important, therefore, for CPI Selection to take all reasonable steps to ensure your health, safety and welfare whilst visiting our offices and working on our client's premises.

It is, however, your responsibility to look after you own health, safety and welfare, and that of others, by:

- Familiarising yourself with the Client's Health and Safety Policy, Fire and Evacuation arrangements and First Aid arrangements.
- Ensuring that you co-operate with the Client's Fire and First Aid arrangements.
- Complying with any induction and task training, supervision and requirements of any relevant risk assessments.
- Notifying CPI Selection of any changes in you circumstances that could affect your ability to work, or that put you at risk within the workplace.

I confirm that I have read the above and understand my health and safety responsibilities.

Disability Declaration:

Please indicate any special arrangements required to assist you when attending the initial selection process (please ensure that you add all relevant detail). CPI Selection will make all reasonable adjustments possible to assist you.

Name:

Date:

Signature:



Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous three tax years. **Do not send this form to HM Revenue and Customs (HMRC).**

Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. **Do not send this form to HMRC.**

Employee's personal details

<p>1 Last name</p> <input type="text"/>	<p>5 Home address</p> <table border="1" style="width: 100%;"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td>Postcode</td></tr><tr><td>Country</td></tr></table>					Postcode	Country				
Postcode											
Country											
<p>2 First name(s) Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth</p> <table border="1" style="width: 100%;"><tr><td> </td></tr><tr><td> </td></tr></table>			<p>6 National Insurance number (if known)</p> <table border="1" style="width: 100%;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
<p>3 Are you male or female?</p> <p>Male <input type="checkbox"/> Female <input type="checkbox"/></p>	<p>7 Employment start date DD MM YYYY</p> <table border="1" style="width: 100%;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
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Employee statement

8 You need to select only one of the following statements A, B or C

A This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.

B This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.

C As well as my new job, I have another job or receive a State or Occupational Pension.

Student Loan

9 Do you have a Student Loan which is not fully repaid?

Yes If yes, go to question 10

No If no, go to question 12

10 Are you repaying your Student Loan direct to the Student Loans Company by agreed monthly payments?

Yes If yes, go to question 12

No If no, go to question 11

Student Loan Plans

You will have a Plan 1 Student Loan if:

- You lived in Scotland or Northern Ireland when you started your course, or
- You lived in England or Wales and started your course before September 2012

You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012.

11 What type of Student Loan do you have?

Plan 1

Plan 2

12 Did you finish your studies before the last 6 April?

Yes

No

For further guidance about repaying Student Loans go to www.gov.uk/new-employee/student-loans

Signature

Name

Date DD MM YYYY