



# Application Pack (Umbrella / CIS)



## Contents

Personal Details	Page 3
Work With Us	Page 3
Competency Certification / Qualifications	Page 4
General Information	Page 4
Employment History	Page 5
Referee Contact Information	Page 6
Assisting Candidates	Page 6
Right to Work in the UK & Identification	Page 7
Evidence	Page 7-8
Criminal Convictions	Page 9
Emergency Contact Details	Page 9
PPE Equipment	Page 10
Monitoring, Auditing & Data Protection	Page 10
Candidate Declaration	Page 11

## Personal Details

**IMPORTANT: PLEASE FILL THIS FORM OUT IN BLOCK CAPITALS**

Title (Please circle the appropriate title)

Mr      Mrs      Miss      Ms      Other:

Surname

Date of Birth

First Name(s)

National Insurance Number

Nationality (As indicated on your passport)

Landline Number

Full Address

Mobile Number

Email Address

Postcode

Nearest Airport (In home country)

## Working With Us

So we can match you to the right role, please indicate below when you would prefer to work.

Weekends

Weekdays

Both

Prepared to work away from home?

Yes       No

# Competency Certification / Qualifications

Please complete the list below to show us which competencies and qualifications you have:

CSCS Card

Yes       No

CPCS Card

Yes       No

Do you have other qualifications (i.e. NVQ's etc.)

Yes       No

SMSTS Card

Yes       No

If 'yes' please list them in the space provided:

Do you have any Health & Safety Qualifications:

Yes       No

(Please list in the space provided)

# General Information

Do you have a full valid UK driving licence:

Yes       No

Have you ever been dismissed from an employer for being under the influence of alcohol / drugs:

Yes       No

Do you have your own transport:

Yes       No

(If 'Yes' please provide details)

How did you hear about Linear Recruitment:

# Employment History

Tell us about your previous roles. Include your 2 most recent roles.

Company Name:

Job Title:

Company Address:

Job Duties:

Postcode:

Salary / Hourly Rate:

Reason For Leaving:

Dates From – To:

From: DD/MM/YYYY

To: DD/MM/YYYY

Company Name:

Job Title:

Company Address:

Job Duties:

Postcode:

Salary / Hourly Rate:

Reason For Leaving:

Dates From – To:

From: DD/MM/YYYY

To: DD/MM/YYYY

# Referee Contact Information

Who would you like us to contact for a reference? Please give 2 persons

Referee 1

Name:

Their Position:

Full Address:

Company:

Telephone Number:













Postcode:








Referee 2

Name:

Their Position:

Full Address:

Company:

Telephone Number:













Postcode:








# Assisting Candidates

So we can take positive action to assist all of our Candidates, please provide us with some basic detail:

If 'Yes' what reasonable adjustment(s) would assist you the most?

Do you have a medical condition that requires us to make reasonable adjustments?

Yes       No

## Right to Work in the UK & Identification

Are you eligible to work in the UK? Please read this section carefully.

UK Resident:  
(Are you a full time resident in the UK?)

Yes  No

Permission to Work:  
(Do you have immigration permission to work in the UK?)

Yes  No

Employment Restrictions

Are you a student?

Yes  No

Do you have a visa?

Yes  No

If you are residing in this country for the purposes of further education, how many hours are you permitted to work each week:

Hours per week

In line with the prevention of illegal working we are required to take copies of your original documentation as evidence of your right to work in the UK.

## What Evidence Do You Have?

List A – No restriction on stay with an on-going right to work in the UK (**MUST HAVE ONE OF THE FOLLOWING**):

- |   |   |
|---|---|
| <input type="checkbox"/> UK Passport                          | <input type="checkbox"/> Biometric Residence Permit         |
| <input type="checkbox"/> Residence Permit                     | <input type="checkbox"/> Passport or Other Travel Documents |
| <input type="checkbox"/> Registration Certificate or Document |   |

List A – No restriction on stay with an on-going right to work in the UK (**MUST HAVE TWO OF THE FOLLOWING**):

- |  |  |
|--|--|
| <input type="checkbox"/> P45 or P60                                | <input type="checkbox"/> Letter from Government Agency       |
| <b>AND</b>   |  |
| <input type="checkbox"/> Immigration Status Document               | <input type="checkbox"/> Certificate of Registration         |
| <input type="checkbox"/> <b>FULL</b> UK Birth/Adoption Certificate | <input type="checkbox"/> Naturalisation as a British Citizen |
| <input type="checkbox"/> Letter Issued from the Home Office        | <input type="checkbox"/> Border & Immigration Agency Letter  |

List B – Right to work in the UK for up to 12 months; for example non-EEA Nationals **(MUST HAVE ONE OF THE FOLLOWING):**

- |   |   |
|---|---|
| <input type="checkbox"/> Passport or Travel Documents       | <input type="checkbox"/> Biometric Residence Permit         |
| <input type="checkbox"/> Resident Card                      | <input type="checkbox"/> Letter Issued from the Home Office |
| <input type="checkbox"/> Border & Immigration Agency Letter |   |

List B – Right to work in the UK for up to 12 months; for example non-EEA Nationals **(MUST HAVE A COMBINATION OF THE FOLLOWING):**

- Work Permit issued by the Home Office, Border & Immigration or UK Border Agency
- AND**
- |   |   |
|---|---|
| <input type="checkbox"/> Passport or Travel Document        | <input type="checkbox"/> Letter Issued from the Home Office |
| <input type="checkbox"/> Border & Immigration Agency Letter |   |

List B - Right to work in the UK for up to 12 months; for example non-EEA Nationals **(MUST HAVE A COMBINATION OF THE FOLLOWING):**

- Evidence of verification of a right to work by the UK Border Agency's Employer Checking Service
- AND**
- Certificate of Application issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to or for a family member of an EEA or Swiss national, stating that the holder is permitted to take employment which is less than 6 months old
- Application Registration Card (ARC) issued by the Home Office, the Border and Immigration Agency or UK Border Agency stating that the holder is permitted to take employment

List B – Right to work in the UK for up to 12 months; for example non- EEA Nationals **(MUST HAVE A COMBINATION OF THE FOLLOWING):**

- |   |   |
|---|---|
| <input type="checkbox"/> P45 or P60                         | <input type="checkbox"/> Letter from Government Agency      |
| <b>AND</b>  |   |
| <input type="checkbox"/> Immigration Status Document        | <input type="checkbox"/> Letter Issued from the Home Office |
| <input type="checkbox"/> Border & Immigration Agency Letter |   |



# Criminal Convictions

Do you have any unspent\* convictions:

Yes       No

If 'Yes' to the previous question what are the dates of the convictions:

\*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment sought in relation to positions involving 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 Linear Recruitment, the offence is relevant to the post to which you are applying.

Please use this box to provide details of any convictions that are **UNSPENT\***

# Emergency Contact Details

Name:

Full Address

Postcode

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Relationship to you:

Contact Number:

--	--	--	--	--	--	--	--	--	--	--

GP's Name:

Surgery Name:

Full Address

Postcode

--	--	--	--	--	--	--

Prescribed Medication: (By your GP or Doctor)

Yes       No

If 'Yes' please specify:

# PPE Equipment

If you already have your own Personal Protective Equipment, please list it below so we know you will be adequately protected whilst you are at work.

If you require any PPE / additional PPE then you must let your Linear Consultant know immediately

Please list the PPE you currently have below confirming its condition:  
 (Giving clear details i.e. "like new" or "ready for replacing" or "Safety boots have a good tread and are in excellent condition" etc.)

Equipment	Condition

# Monitoring, Auditing & Data Protection

## The Data Protection Act

The information you provide on this form and on any CV given will be used by Linear Recruitment Ltd to provide you work finding services. In providing this service, 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 information collected with third parties or with other information held by us.

Please note, we may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other way permitted or required by law.

## Monitoring & Auditing

Linear Recruitment, from time to time, may randomly choose to check your compliance with your responsibilities as a Linear Recruitment worker as well as your competence in your place of work.

## GDPR

In line with the General Data Protection Regulation do you consent to Linear Recruitment processing your data for work finding purposes? This may include, but is not limited to, your CV and other personal data being sent to clients and the contacting of your referees.

Yes
  No

# Candidate Declaration

Please read the following statements carefully; please tick each of the statements that you agree with. If you are unsure / have any questions or would like clarity on any of the statements please speak to your Linear Recruitment Consultant

- I declare that all of the details given on this application form are a true and honest record
- I can confirm that I am fit and able to work
- I can confirm that I know of no reason, be it medical or otherwise, why I should not be considered for roles / placement by Linear Recruitment Ltd
- I consent to my personal data and CV being forwarded to clients
- I consent to references being passed onto potential employers
- I understand by signing this Candidate Declaration that I have read and fully understood all of the information given to me within this Application Form
- I give permission to Linear Recruitment Ltd to contact my previous employers (as listed above in the References section). I consent to the release of such information orally and in writing and hereby release them of all liability
- I can confirm that the details I have provided regarding the PPE I currently have and the condition that it is in are a true and accurate record
- I authorise Linear Recruitment Ltd to seek (if necessary) additional information regarding my status from the Immigration and Nationality Directorate
- I understand an offer of employment / an assignment is subject to me completing a confidential medical questionnaire after an offer has been made.
- I can confirm I have received policies, procedures and health and safety booklets which are relevant to the type of work I shall be performing/environment I shall be working in.

**Confirm one of the following:**

- I have chosen the umbrella company I wish to use and I can confirm I have signed their T&Cs.
- I confirm I have completed the Supervision, Direction and Control (SDC) Questionnaire and signed CIS T&Cs.

Signed:

Print Name:

Date: DD/MM/YYYY