**Registration form**



**9 James Street South**

**Belfast**

**BT2 8DN**

|  |  |
| --- | --- |
| Registration No. (office use) |  |
| Currently Employed? | **YES / NO** |
| Consider Temporary work? | **YES / NO** |
| Notice Required?*If yes, state length.* | **YES / NO** |
| Preferred Job Role? |  |
| Present Salary |  |
| Salary Required |  |

**Section 1a: Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | Mr/Mrs/Ms/Miss |  |
| First/Given Name |  |
| Surname |  |
| Address |  |
| Town/City |  |
| Post code |  |
| Date of birth |  | Age |  |
| National Insurance no. |  |

**Contact details**

|  |  |
| --- | --- |
| Home tel. no. |  |
| Mobile no. |  |
| Email Address |  |

**Other**

|  |  |
| --- | --- |
| General state of health |  |
| Are you Registered Disabled? | *If yes, please give details.***YES / NO** |
| Do you hold a current UK Driver’s License? | **YES / NO** | Car owner? | **YES / NO** |
| Other vehicle licenses held? |  |
| Endorsements/Points? |  |
| Are you permitted to work in the UK? | **YES / NO** | Do you hold the necessary Visa/Residence Permit? | **YES / NO** |

**Section 1b: Qualifications**

|  |  |
| --- | --- |
| GCSES & Grades |  |
| GCEs / A Levels & Grades |  |
| Third Level Qualifications & Grade |  |

**Skills**

*(Insert an X beside skills you possess)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Shorthand/Minute Taking |  | MS Office Suite |  | Project Management |  |
| Legal |  | Switchboard |  | Software Development |  |
| Audio Typing |  | Qualified Accountant |  | Website Development |  |
| Word Processing |  | Accounts Technician |  | IT Support |  |
| Field Sales |  | Book-Keeping |  | Marketing/PR/Comms |  |
| In/Outbound Tele Sales |  | Credit Control |  | Telecommunications |  |
| Customer Service |  | Accounts Clerk |  | Graphic Design |  |
| Payroll Systems |  | Insurance |  | Analyst |  |
| Languages |  | Engineering |  | HR |  |

**Section 1c: Employment History**

If additional space needed please attach at end of document. Please list most recent employers below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates From – to (month/year) | Employers/Company Name & Address | Position Held | Final Salary | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**References**

|  |  |
| --- | --- |
| I consent to references obtains being shared with potential employers | YES / NO |
| Can we approach these referees at our convenience? | **YES / NO** |

Please supply names and contact details of two former employers whom we may approach to obtain a reference.

|  |  |  |
| --- | --- | --- |
| Referees name |  |  |
| Company Name |  |  |
| Address |  |  |
| Postcode |  |  |
| Town/ City |  |  |
| Contact number |  |  |
| Email address |  |  |

**Section 1d: Further Information**

|  |  |
| --- | --- |
| Professional Memberships |  |
| Languages |  |
| Hobbies |  |
| How did you hear about Apple Recruitment? |  |
| Next of Kin | **Name:**  |
| **Contact details:**  |
| **Relationship:**  |

**Criminal Convictions Declaration**

|  |  |
| --- | --- |
| Have you ever been convicted of a criminal offence?*Details: (Declaration subject to the Rehabilitation of Offenders Act)* | YES / NO |
|  |
| Any pending Convictions? | **YES / NO** |

**Declaration**

|  |
| --- |
| I hereby confirm that the given information is true and correct. I consent to my personal data and CV being forwarded to clients |
| Signed |  |
| Date |  |

**Section 2: Apple Recruitment – 48 Hour Agreement / Opt Out**

|  |  |
| --- | --- |
| Date |  |
| Name |  |
| Address |  |
| Registration No. (office use) |  |

**Please sign either Statement A or B:**

Statement A:

The Temporary Worker agrees that ***they may*** work for ***more*** than an average of 48 hours per week.

|  |  |
| --- | --- |
| Signed by the Temporary Worker |  |

**OR**

Statement B:

The Temporary Worker ***does not*** want to work for ***more*** than an average of 48 hours per week.

|  |  |
| --- | --- |
| Signed by the Temporary Worker |  |

**Note - You may change your mind at any time, to do this please inform us in writing and we will ask you to complete this form again.**

**Section 3: Access NI – Additional Information**

Apple Recruitment recruit offer a number of positions which may require Basic / Standard / Enhanced Access NI checks.

We will, of course, advise you of all details regarding any possible positions which require Access NI clearance before submitting your CV.

You will make the decision about going forward for any posts and then you will apply for your Access NI, through Apple, following full consideration of a position (we will provide comprehensive guidance on the process).

We ask the following questions to ensure that we are meeting all requirements which are set out in Access NI’s Code of Practice and in our Service Level Agreement with Access NI.

**Please see further information:**

* Apple Recruitment adhere to Access NI’s Code of Practice at all times.
* Apple Recruitment have a Policy on the Recruitment of Ex-Offenders.

*Copies available by email / post. Contact details below.*

Apple Recruitment have a Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information and again, you may request a copy by using the below methods of communication.

Please note that having a criminal record does not necessarily de-bar you from obtaining a post.

**Some of our roles do require Enhanced Level Access NI which may involve regulated activity, is there any reason why you cannot work in regulated activity?**

|  |  |
| --- | --- |
| Please type Yes or No |  |
| Further Details if Yes |  |
| Signature |  |
| Print Name |  |
| Date |  |

**If you require copies of any of the above, please see methods of communication below:**

**Email:** **Caroline.parker@applerecruitment.com**

**Write to: Apple Recruitment, Causeway Tower, 9 James Street South, Belfast, BT2 8DN**

**Telephone: 028 9024 9747**

**Section 4: Apple Recruitment Services Ltd Privacy Notice to Candidates**

1. **PURPOSE OF THIS NOTICE**

This notice describes how we collet and use personal data about you in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 1998 and any other national implanting laws, regulations and secondary legislation, as amended or updated from time to time in the UK ‘Data Protection Legislation’

# ABOUT US

Apple Recruitment Services Belfast Ltd is a recruitment services agency. We are registered in Northern Ireland as a limited company under company number NI626244 and our registered address is, Causeway Tower, 9 James Street South, Belfast BT2 8DN

For the purpose of Data Protection Legislation and this notice we are the ‘data controller’. This means that we are responsible on deciding how we hold and use the personal data about you. We are required under the Data Protection Legislation to notify you of the information contained in this privacy notice.

We have appointed a Data Protection Officer. Our Data Protection Officer is our Data Protection Point of Contact and is responsible for assisting with enquiries in relation to this privacy notice or our treatment of your personal data. Should you wish to contact our Data Protection Point of Contact you can do so using the contact details at the end of this notice.

# HOW WE MAY COLLECT YOUR PERSONAL DATA

We obtain personal data about you, for example when

* You engage us to provide our services and also during the provision of those services
* You contact us by email, telephone, post (for example when you have a query about our services)
* From third parties if necessary in relation to your assignment for example your referees, credit check if going to work in a financial institution (of course we would make you aware of this), Access NI (again we would make you aware of this)

# THE KIND OF INFORMATION WE HOLD ABOUT YOU

The information we hold about you may include the following

* Your personal details which you would have completed on your registration form when joining Apple Recruitment Services Belfast Ltd
* Religious or other beliefs that would have been completed during your registration on your Fair Employment Commission Monitoring Form. This is for monitoring purposes which are submitted to the FEC once a year on a tally mark chart. Your name is not included on the form you complete or the form that is sent to the FEC
* Details of the contact, correspondence and communications we have had with you in relation to your assignment or the proposed provision of services
* Details of any services you have received from us
* Information about any enquiries you make to us
* Financial details , payment of wages

# HOW WE USE YOUR PERSONAL DATA

We may process your personal data for purposes necessary for the performance of our contract with you and to comply with our legal obligations. Your CV will be shared with your permission to our clients for prospective job applications.

# SITUATIONS IN WHICH WE WILL USE YOUR PERSONAL DATA

We will use your personal data in order to;

* Notify you about any changes to our services
* Legal obligations which we are legally required to do so but do not require your knowledge or consent
* Forwarding your cv to our clients with your permission

# DATA RETENTION

We will only retain your personal data for as long as is necessary to fulfil the purposes for which it is collected. When assisting what retention period is appropriate for your personal data we take into consideration;

* The requirements of our business and the services provided
* Any statutory or legal obligations
* The purposes for which we originally collected the personal data
* The types of personal data we have collected
* The amount and categories of your personal data
* Whether the purpose of the processing could reasonably be fulfilled by other means

# DATA SHARING

Third parties includes third- party service providers. The following activities are carried out by third-party service providers: IT and cloud services, professional advisory services and banking services, payroll services such as Pension Provider.

All of our third-party service providers are required to take commercially reasonable and appropriate security measures to protect your personal data. We only permit our third-party service providers to process your personal data for specified purposes and in accordance with our instructions.

We may need to share your personal data with a regulator or to otherwise comply with the law.

# DATA SECURITY

We have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

All our pc’s and software are password protected. Back-ups are stored in a secure safe location.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

# RIGHTS OF ACCESS, CORRECTION, ERASURE AND RESTRICITION

**YOUR DUTY TO INFORM US OF CHANGES**

It is important that the personal data we hold about you is accurate and current. Should your personal information change please notify us of any changes of which we need to be made aware by contacting us at accounts@applerecruitment.com

# YOUR RIGHTS IN CONNECTION WITH PERSONAL DATA

Under certain circumstance by law you have the to;

* Request access to your personal data. This enables you to received details of the personal data we hold about you and to check that we are processing it lawfully
* Request correction of the personal data we hold about you
* Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below)
* Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to the processing on this basis.
* Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
* Request the transfer of your personal data to another data controller if the processing is based on consent, carried out by automated means and this is technically feasible.

If you want to exercise any of the above rights, please email our Data Protection Point of Contact Julie Skelly at accounts@applerecruitment.com

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

# RIGHT TO WITHDRAW CONSENT

Where you have provided your consent to the collection, processing and transfer of your personal data you have the right to withdraw your consent for that specific processing at any time. To withdraw consent please email our Data Protection Point of Contact Julie Skelly at accounts@applerecuritment.com

Once we have received notification that you have withdrawn your consent we will no longer process your personal information (personal data) for the purpose or purposes you originally agreed to, unless we have another legitimate reason for doing so in law.

# CHANGES TO THIS NOTICE

Any changes we may make to our privacy in the future will be updated on our website at [www.applerecruitment.com](http://www.applerecruitment.com/)

This privacy notice was last updated on 25 May 2018

# CONTACT US

If you have any questions regarding this notice or if you would like to speak to us about the manner in which we process your personal data please email our Data Protection Point of Contact Julie Skelly at accounts@applerecruitment.com or telephone 028 9024 9747

You also have the right to make a complaint to the Information Commissioner’s Office (ICO), the UK supervisory authority of data protection issues, at any time. The ICO’s contact details are as follows;

Northern Ireland Regional Office:

Information Commissioner’s Office, 3rd Floor, 14 Cromac Place, Belfast BT7 2JB Telephone 028 9027 8757 or 0303 123 1114

Email ni@ico.org.uk

**Privacy Statement**

I acknowledge receipt of Apple Recruitment Belfast Ltd’s Privacy Notice

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

**Section 5: Temporary worker’s standard condition of work between Apple Recruitment Services Ltd (“the Employment Business”)**

**AND**

|  |  |
| --- | --- |
| Your Name |  |
| Address |  |

**The Contract**

These Terms constitute a contract for services between the Employment Business and the Temporary Worker and govern all Assignments undertaken by the Temporary Worker. However, no contract shall exist between the Employment Business and the Temporary Worker between Assignments. No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between the Employment Business and the Temporary Worker and a copy of the varied terms is given to the Temporary Worker stating the date such varied terms shall be applied.

**Assignments**

The Employment Business will endeavour to obtain suitable Assignments for the Temporary Worker. The most suitable type of work for this potential Temporary Worker would be: The Temporary Worker shall not be obliged to accept and Assignment offered by the Employment Business. The Temporary Worker acknowledges that then nature of the temporary work means that there may be periods when no suitable work is available and agrees: that the suitability of the work to be offered shall be determined solely by the Employment Business; that the Employment Business shall incur no liability to the Temporary Worker should it fail to offer opportunities to work. At the time an Assignment is offered to the Temporary Worker the Employment Business shall inform the Temporary Worker of the Client’s identity, the nature of their business; the date the work to commence and the likely duration of the work; the type of work, location and hours during which the Temporary Worker would be required to work; the rate of remuneration that will be paid and expenses payable by or to the Temporary Worker; any risks to health and safety known to the Client in relation to the Assignment and the steps the Client has taken to prevent or control such risks. Additionally, the Employment Business shall inform the Temporary Worker what experience, training, qualifications and any authorisation required by law or a professional body the Client considers necessary or are required by law to work in the Assignment. If, before the first Assignment, during the course of an Assignment, or within the relevant period – either 14 weeks from the first day of the assignment or 8 weeks from the last day, the Client wishes to employ the Temporary Worker direct through another employment business, the Temporary Worker acknowledges that the Employment Business will be entitled either to charge the Client a fee or to agree an extension of the hiring period. In addition the Employment Business will be entitled to change a fee to the Client if the Client introduces the Temporary Worker to a third party who subsequently engages the Temporary Worker within the relevant time period specified above.

**Remuneration**

The Employment Business shall pay the Temporary Worker remuneration as notified on a per Assignment basis, for each hour worker during and Assignment (to the nearest quarter hour), to be paid weekly in arrears, subject to deductions in respect of P.A.Y.E, N.I. Contributions and any other deductions which the Employment Business may be required by law to make. Subject to any statutory entitlement under the relevant legislation, the Temporary Worker is not entitled to receive payment from the Employment Business or Clients for time not spent on Assignment, whether in respect of holidays, illness or absence for any other reason unless otherwise agreed. The Employment Business undertakes to find work for the Temporary Worker within a minimum rate of pay of £ per hour.

**Statutory Leave**

For the purpose of calculating entitlement to paid annual leave pursuant to Working Time Regulations (Northern Ireland) 1998 under this clause, the leave year commences on the date that the Temporary Worker starts and Assignment or a series of Assignments. Under the Working Time Regulations (Northern Ireland) 1998, the Temporary Worker is currently entitled to 28 day’s paid leave per leave year (pro rata). All entitlement to leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the next year. Where a Temporary Worker wishes to take paid leave during the course of an assignment s/he should notify the Employment Business of the dates of his/her intended absence giving notice of at least twice the length of the period of leave s/he wishes to take. In certain circumstances the Employment Business may give counter-notice to the Temporary Worker to postpone or reduce the amount of leave that Temporary Worker wishes to take and in such circumstances the Employment Business will inform the Temporary Worker giving at least the same length of notice as the period of leave that has been requested. Entitlement to pay or leave accrues in proportion to the amount of time worked continuously by the Temporary Worker on Assignment during the leave year. The amount of payment which the Temporary Worker will receive in respect of periods of annual leave taken during the course of an Assignment will be calculated accordance with and paid in proportion to the number of hours which the Temporary Worker has worked on Assignment. Where this contract is terminated by either party and a P45 is requested, the Temporary Worker shall be entitled to a payment lieu of any untaken leave where the amount of leave taken is less than the amount accrued. None of the provisions of this clause regarding the statutory entitlement to paid leave shall affect the Temporary Worker’s status as a worker.

Under the Agency Workers Regulations (Northern Ireland) 2011, on completion of the 12 week Qualifying Period the Agency Worker may be entitled to paid and/or unpaid annual leave in addition to the Agency Worker’s entitlement to paid annual leave under the Working Time Regulations (Northern Ireland) 1998 and in accordance with statutory leave. If this is the case, any such entitlement(s), the date from which any entitlement(s) will commence and how payment for such entitlement(s) accrues will be as set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form.

**Sickness Absence**

The Temporary Worker may be eligible for Statutory Sick Pay provided that s/he meets the relevant statutory criteria. In the first instance the Temporary Worker must inform the Client and the Employment Business within one hour of the commencement of the Assignment or shift if they are unable to attend.

**Time Sheets**

At the end of each week of an Assignment the Temporary Worker shall deliver to the Employment Business a time sheet duly completed to indicate the number of hours worked during the preceding week (or such lesser period) and signed by an authorised representative of the Client. The Employment Business shall pay the Temporary Worker for all hours worked regardless of whether the Employment Business has received payment from then Client for those hours. Where the Temporary Worker fails to submit a properly authenticated time sheet the Employment Business shall conduct further investigations into the hour’s claims by the Temporary Worker and the reasons that the Client has refused to sign a timesheet in respect of those hours. This may delay any payment due to the Temporary Worker. The Employment Business shall make no payment to the Temporary Worker for hours not worked. For the avoidance of doubt and for the purposes of the Working Time Regulations, the Temporary Worker’s working time shall only consist of those periods during which s/he is carrying out activities of duties for the Client as part of the Assignment. The time spent travelling to the Clients premises; lunch breaks and other rest breaks shall not count as part of the Temporary Worker’s working time for these purposes.

**Conduct of Assignments**

The Temporary Worker is not obliged to accept any Assignment by the Employment Business but if s/he does so, during every Assignment and afterwards, s/he will:

a) Co-operate with the Client’s reasonable instructions and accept the direction, and control of any responsible person in the Client’s Organisation;

b) Observe any relevant rules and regulations of the Client’s establishment (including normal hours of work) to which attention has been drawn or which the Temporary Worker might reasonably be expected to ascertain;

c) Take all reasonable steps to safeguard his or her own health and safety and that any other person who may be present or be affected by his or her actions on this Assignment and comply with the Health and Safety policies and procedures of the Client;

d) Not engaged in any conduct detrimental to the interests of the Client;

e) Not at any time divulge to any person, nor use for his or her own or any other person’s benefit, any confidential information relating to the Client’s or the Employment Business’ employees, business affairs, transactions or finances. If the Temporary Worker is unable for any reason to attend work during the course of an Assignment s/he should inform the Client and the Employment Business within one hour of the commencement of the Assignment or shift. If, either before or during the course of any Assignment, the Temporary Worker becomes aware of any reason why he may not be suitable for an Assignment, s/he shall notify the Employment Business without delay.

**Termination**

The Employment Business or the Client may terminate the Temporary Worker’s Assignment at any time without prior notice or liability. The Temporary Worker may terminate an Assignment at any time without prior notice or liability. If the Temporary Worker does not inform the Client or the Employment Business should they be unable to attend work during the course of an assignment this will be treated as termination of the assignment by the Temporary Worker. If the Temporary Worker is absent during the course of an assignment and the contract has not been otherwise terminated the employment business will be entitled to terminate the contract if the work to which the absent worker was assigned is no longer available. These terms are governed by the law of N.I. and are subject to the exclusive jurisdiction of the Courts of N.I.

I acknowledge safe receipt of all documents which govern the relationship between myself and Apple Recruitment Services Ltd. I also confirm that I have read, understood and accept all the obligations imposed on me within the attached documentation.

|  |  |
| --- | --- |
| Signed by temporary worker |  |
| Date |  |