



Application Form

PERSONAL DETAILS

Title _____ First name _____ Last name _____

Home Tel _____ Mobile Tel _____

Ni Number _____ Date of Birth _____

Address _____

Post Code _____ Nationality _____ Work Permit Y / N

Passport No _____ Passport Expiry Date _____ Country of Passport _____

Unspent criminal convictions? Yes/No

If yes, state convictions and dates:

(NB 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 of 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 Multitask Personnel 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).

MEDICAL HISTORY

Do you have or have you suffered from any of the following in the last 12 months?

Fainting	Y / N	Varicose Vein Trouble	Y / N
Fits or Blackouts	Y / N	Back Trouble	Y / N
Mental Illness	Y / N	Muscle / Joint Trouble	Y / N
Recurring Headaches	Y / N	Skin Trouble	Y / N
Ear Trouble	Y / N	Diabetes	Y / N
Chest Pains	Y / N	Stomach Trouble	Y / N
Asthma	Y / N	Allergies	Y / N
Hay Fever	Y / N	Do You Wear Glasses	Y / N
Heart Trouble	Y / N	Do You Wear Contacts	Y / N
High Blood Pressure	Y / N		

Health and disability: These questions are asked in order to find out your needs in terms of reasonable adjustment to access our recruitment service and to find out your needs in order to perform the job sought. Do you have any other health issues or disabilities we should be made aware of which could affect the job you seek?

YES / NO if yes, please specify _____

Signed

Date

Emergency contact details

Name _____

Relationship _____

Contact telephone number _____

QUALIFICATIONS AND TRAINING

Qualification Type	Grade / Result	Date Obtained	Date Verified
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Any other skills relevant to the role applied for

EQUAL OPPORTUNITY IN EMPLOYMENT POLICY MONITORING

Multitask Personnel's policy is to recruit, employ and promote people on the basis of their suitability for the work to be performed. To this end, we aim to ensure that no applicant or employee receives less than favorable treatment on the grounds of age, sex disability, status, creed, colour, race or ethnic origins, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.

To assist with the continuing implementation and monitoring of this policy, applicants for posts with Multitask Personnel are asked to provide the information requested below. **This information will be used solely for monitoring purposes**

- SEX** Male / Female
- MARITAL STATUS** Married / Single / Living with partner
- ETHNIC ORIGIN**
 - White - UK
 - White - European
 - Black - Caribbean
 - Black - African
 - Pakistani
 - Bangladeshi
 - Indian
 - Chinese
 - Other (Please specify) _____

DISABILITY Y / N Nature of Disability _____

Signed

Date

Position applied for _____

How did you hear about Multitask Personnel? _____

Do you have your own transport? Y/N

WORK HISTORY - Current/most recent employment

Name of Employer _____

Job Title _____ Dates From – To _____

Duties _____ Reason for Leaving _____

Name and Address of Employer _____

Contact and Title _____ Dates From – To _____

Duties _____ Reason for Leaving _____

REFERENCE DETAILS

1. Name _____ Occupation _____

Address _____ Tel Number _____

2. Name _____ Occupation _____

Address _____ Tel Number _____

OTHER AGENCIES WORKED FOR

Agency _____ Companies worked for _____ Hourly Rate _____

Agency _____ Companies worked for _____ Hourly Rate _____

Agency _____ Companies worked for _____ Hourly Rate _____

I hereby confirm that the information given is true and correct; I consent to:
 My personal data being included on a computerised database and to its use in order to secure me employment/temporary Assignments/contracts;
 My CV and other personal data being transferred to clients via electronic mail and I understand the risk of my CV being unintentionally altered during this process;
 References being passed onto potential employers;
 Checking of information collected with third parties or with other information held by **Multitask Personnel** and **Multitask Personnel** passing information to certain third parties to present or detect crime, to protect public funds or in any other way permitted or required by law.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Multitask Personnel 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

Print Name

Date

OFFICIAL USE ONLY

Previous Experience Relevant to Role _____

Qualifications Relevant to Role _____

Driving Licence Y / N Copy of Both Parts Y / N

Locations / Times of work _____

Acceptable Hourly Rate _____ Passport or Birth Certificate _____ Proof NI Y / N

Holidays / Appointments booked _____

High Viz Y / N Safety Boots Y / N Trousers Y / N

Size..... Size..... Size.....

INTERVIEWERS ASSESMENT

Appearance	1	2	3	4	5
Relevance of Previous Experience	1	2	3	4	5
Motivation and Dependability	1	2	3	4	5
Attitude	1	2	3	4	5

Overall Assessment Score (max 20 points)

INTERVIEWERS COMMENTS
