

# Confidential Application For Employment



## Personal Information:

Full Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_  
Address: \_\_\_\_\_ Nationality: \_\_\_\_\_  
\_\_\_\_\_ Tel. Home: \_\_\_\_\_  
\_\_\_\_\_ Tel. Mobile: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

## Emergency Contact (next of kin):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Skills Summary:

Educational Qualifications: \_\_\_\_\_  
Switchboards: Computerised / Manual      Computers: PC / MAC  
WPM: \_\_\_\_\_      Audio: \_\_\_\_\_  
Shorthand: \_\_\_\_\_      Languages: \_\_\_\_\_  
Valid UK Drivers License \_\_\_\_\_      Car Owner: \_\_\_\_\_

**Computer Packages/Level: (Please tick all that are appropriate)**

	Beg	Int	Adv	Other
Excel				
Outlook				
P/Point				
Word				
Flash/HTML				
Photoshop				
Sage				

**Your Career Requirements:**

What type of job role are you seeking: PERMANENT                      TEMPORARY                      CONTRACT

State job title(s) of role sought: \_\_\_\_\_

Temporary/Contract Assignments	Permanent Positions
Preferred Start Date: .....	Current Notice Period: .....
Planned Holiday Dates: .....	Minimum Salary Sought: .....
Minimum hourly rate required? .....	Any companies you do wish to apply to?
Reason for temping? .....	.....
	Companies where you have already applied:
	.....

**Please Briefly Describe Your Ideal Career:**

(This will include requirements such as hours, locations and type of industry)

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**Employment History – Current or Most Recent:**

Dates	Company	Type of Company	Position	Salary	Reason for Leaving

## 1. Equal Opportunities Statement

Arts and Media Ltd (trading as The Music Market) is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an ongoing basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy.

Arts and Media Ltd (trading as The Music Market) shall not discriminate unlawfully when deciding which candidate/temporary/permanent worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary/permanent workers. Arts and Media Ltd (trading as The Music Market) will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

## 2. Criminal Convictions

Do you have any unspent\* criminal convictions?                      Yes/No

If yes, state convictions and dates .....

\*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 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 **[insert company name]**, 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.**

## 3. Permission to work in the UK

Do you have immigration permission to work in the UK?                      Yes/No

In line with Home Office guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK if you are to be engaged by Arts and Media Ltd (trading as The Music Market for temporary/permanent work)

## 4. Health and Disability

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job or position sought.

Do you have any health issues or a disability relevant to the position or role you seek? Yes/No  
(Please delete clearly as appropriate)

If yes, please specify .....

If you have a disability, what are your needs in terms of reasonable adjustments to enable you to perform the role sought?

Please specify.....

If you have a disability, what are your needs in terms of reasonable adjustments in order to access this recruitment service and to attend interview, or to take aptitude tests etc?

Please specify .....

## 5. Data Protection Statement

The information that you provide on this form and on any CV given will be used by Arts & Media Limited (trading under The Music Market) to provide you work finding services. In providing this service to you, 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 the information collected, with third parties or with other information held by us.

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.

## 6. Candidate Declaration

I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to clients. I consent to references being passed onto potential employers.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Arts and Media Ltd (trading as The Music Market) 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 by candidate

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Name .....Date.....