

Registration Form



Sprite Recruitment Limited
 53 Ullswater Crescent
 Coulsdon
 Surrey CR5 2HR

t 020 8655 6900 f 020 8655 6901
 support@sprite-recruitment.co.uk
 www.sprite-recruitment.co.uk

PERSONAL DETAILS

Surname:	Forenames:	Title:
Telephone Numbers: Home: Mobile:	Address: Postcode:	Do you have a current driving licence? Yes / No Is it endorsed? Please give details.
E-mail address: Date of Birth: (dd/mm/yy)	NI Number: Gender: Male / Female	Do you require a work permit to work in the UK, are you on a Visa? Yes / No

<u>Emergency Contact</u> Name: Relation: Contact Number:	<u>Preferred Shifts</u> Days Nights Days or Nights
	<u>Please state your Registered Payment Company</u>

REFERENCES

Please give details of two people (not relatives) we could approach for references, after obtaining your permission. Both references should normally be work related and one should be your present employer (or most recent).

Name:	Name:
Position:	Position:
Address:	Address:
Telephone No.	Telephone No.
E-mail address:	E-mail address:

CONVICTIONS

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?

Yes / No

DISABILITY

Sprite Ltd welcome applications from applicants who self-assess themselves as having a disability. Do you consider yourself to have a disability?

Yes / No

Sprite Personnel and Security Vetting Form

PRE-EMPLOYMENT

The principle of this form is to ensure that Candidates are screened prior to working within the rail infrastructure and/or Construction Industry

Sprite Ltd will require evidence of the following documentation:-

British Citizen

A 10 year Passport and Proof of Address	
<i>AND two of the following:</i>	
British Driving Licence	
P45	
Birth Certificate issued within six weeks of birth	
Credit Card with three statements and proof of signature	
Proof of residence	
Council Tax or recent utility bill	

Other EEA Nationals

Full EEA Passport or national Identity card	
Proof of residence in the UK	
Council Tax or recent utility bill	

Other Nationals

Full Passport	
Home Office document confirming UK immigration status and permission to work in the UK	
Proof of address whilst resident in the UK	

EQUAL OPPORTUNITIES MONITORING FORM

Sprite Recruitment Ltd is committed to equality of opportunity for all job applicants. Selection will always be based upon aptitude, qualifications and the ability to undertake the job applied for.

Completion of this section is not compulsory. Any information supplied by you will remain confidential, and will not be used for selection purposes.

To enable us to monitor the operation of this policy, it is necessary to collect relevant information from all job applicants and employees. We would appreciate it if you would answer the questions overleaf as fully as possible.

IMPORTANT NOTE ON YOUR RIGHTS AND CONFIDENTIALITY.

This section will be detached from your application form and the information given will not be used for the purpose of selection. The information obtained will be used for statistical monitoring, to give us a fuller picture of our recruitment pattern.

All personal data supplied to us on this form, is subject to the provisions of the Data Protection Act 1998. It will be treated as confidential and will not be revealed to any unauthorised source.

EQUAL OPPORTUNITIES MONITORING FORM

PLEASE DO NOT SIGN THIS PAGE OR GIVE YOUR NAME.

Please mark the box/boxes which most closely describe you.
(You may wish to mark more than one box per section).

ETHNIC ORIGIN How would you describe yourself?	
White	
Black Caribbean	
Black African	
Black other	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Asian other	
Other (please specify)	

<p>PLEASE INDICATE HOW YOU LEARNT OF THIS VACANCY:</p>

Declaration

I confirm that the information I have given in this application for employment, including any supporting documents is correct and complete.

I _____ (name of new Candidate)
permit Sprite to check the documents outlined above and give permission for paper copies to be held securely as proof of these checks.

I understand that in certain circumstances my personal information may be required by a third party to support an investigation and hereby give Sprite permission to submit this information on my behalf

Signed _____ Date _____

Signed by Office Manager _____ Date _____

N.B – Sprite do not pass on personal information to third parties for the purposes of sales and marketing. Copies of all personal information held by Sprite are available to the Candidate upon request. All personal information is kept by Sprite in accordance to the Data Protection Act 1998.