



new STARTERform

One Way 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 on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, 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.

One Way shall not discriminate unlawfully when deciding which candidate/worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for workers. One Way 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.

Personal Details

Surname Forename(s)

Date of birth Nationality

Address

..... Postcode

Telephone Number E-mail Address

In case of an emergency please provide details of someone we may contact *(strictly in an emergency)*

Title: Mr/Mrs/Miss/Ms Name

Address

Telephone Number

Position(s) Required

Ni Number / UTR Number

Criminal Convictions

Do you have any unspent* criminal convictions? YES NO *(please clearly tick appropriate box)*

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.



Permission to work in the UK

Do you have immigration permission to work in the UK? YES NO (please clearly tick appropriate box)

In line with UKBA 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 One Way for work

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 which may make it difficult for you to carry out functions which are essential for the role you seek?
YES NO (please clearly tick appropriate box)

If yes, 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

Data Protection Statement

The information that you provide on this form and on any CV given will be used by One Way 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.

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.

I confirm I have received, read and understood One Way's Site Operative Health, Safety & Welfare Policy.

If, during the course of an assignment, the Client wishes to employ me direct, I acknowledge that One Way 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

Signature

Print Name

Date

We will need to verify and take a copy of your original documentation as evidence of your right to work in the UK





opt out notification

There is provision in the Conduct Regulations 2003 for companies and those workers whose services they supply to opt out of the Conduct Regulations 2003. If you, the Contractor, and the Individual to be supplied to do the work wish to opt out, please read this form carefully.

You are also recommended to take independent legal advice.

Name Date

Address

..... Postcode

1. This Opt Out Notification is supplement to the agreement ("the Agreement") between One Way and the Contractor. The terms used in this notification shall have the same meaning as those defined in the Agreement.
2. The Contractor and the Individual acknowledge that it is their intention that the provisions of the Conduct of Employment Agencies & Employment Businesses Regulations 2003 (the "Conduct Regulations 2003") do not apply to any assignment agreed between the parties.
3. The Parties have freely entered into this Opt Out notification.
4. Further that the Individual is free to withdraw from this Opt Out notification at any time by giving not less than one week's written notice to One Way. However, where notice is given during an Assignment, it will not take effect until the Individual stops working in the Assignment.

We, the undersigned, have read, understand and agree to be bound by the terms of this Opt Out Agreement. In particular, we understand that by signing this Opt Out Agreement, we are agreeing that the provisions of the Conduct Regulations 2003 shall not apply.

Signed

.....

The Individual

Dated

