

## DOC25.11

### ASPIRE LOCUMS REGISTRATION/APPLICATION

Job Role Applied For: .....

#### 1. Personal Information

Title..... First Name. .... Middle Name(S) .....

Last Name. ....

Address. ....

City. .... Postcode. ....

Email..... Mobile. ....

#### 2. Employment History.

Current\Last Employer .....

Job Title .....

Start Date ..... End Date .....

Reason for leaving.....

#### 3. Education, College, University.

College\University ..... City .....

Studies .....

Qualification Achieved ..... Date .....

#### 4. Primary Qualifications / Registrations.

4.1.What is your Primary Qualification? .....

4.2.Who is your Regulatory Body?.....

4.3.What is your Registration\PIN Number? .....

#### 5. Immigration and Right to Work in the United Kingdom.

**Info:** Home Office guidance on the prevention of employing illegal working requires us to verify and take a copy of your original ID and evidence of your right to work in the UK.

5.1 Are you a British Citizen? (Evidence required) YES / NO

5.2 Do you have the right to work in the United Kingdom? (Evidence required) YES / NO

5.3 Do you need a work visa? (Evidence required) YES / NO

5.4 What is your National Insurance Number? .....



**6. Specialty and Grade**

Please Specify .....

**7. Preferred Working Locations.**

Please Specify .....

**8. Employment Status.**

8.1 Self-employed  Limited Company

8.2 Limited Company, (please provide your details).

Business Name: .....

Incorporation Number. ....Date of Incorporation.....

**9. Bank Details (Payroll)**

*Aspire Locums operates an auto-pay facility. Each week, on receipt of a properly completed timesheet/invoice we will deposit your funds directly into your nominated bank account, one week in arrears. Aspire Locums does not issue cheques.*

Name of Business Bank. ....Account Name. ....

Account Sort Code. ....Account Number. ....

**10. References**

*Please provide us with details of two colleagues, current or past employers.*

**10.1 Referee (1)**

Name. .... Relationship .....

Address. .... Post Code. ....

Tel. .... Email. ....

**10.2** Do we have your consent to apply for this reference immediately YES / NO

**10.3 Referee (2)**

Name. .... Relationship .....

Address. .... Post Code. ....

Tel. .... Email. ....

**10.4** Do we have your consent to apply for this reference immediately YES / NO

## 11. How your personal data is used.

**Info:** The information that you provide on this form and contained on your Curriculum Vitae (cv) is used by us to provide you work-seeking services. In providing this service to you, you consent to your personal information 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 any other way permitted or required by law.

11.1 Please indicate your preferred method of contact.

**SMS YES / NO    Email YES / NO    Telephone YES / NO**

11.1 Do we have your consent to distribute your cv/resume, references, and any other relevant information, as required for job opportunities. YES / NO

11.2 Are there any organizations you do not want to receive your information. (e.g., current, or last employer) .....

## 12. Convictions, Investigations and Prosecutions

**Info:** Positions involving access to Children, the sick, the elderly and the vulnerable are exempt from the rehabilitation of offender's act (1974). You must therefore declare any convictions, cautions or pending prosecutions during the registration process (or immediately if your circumstances change). Your disclosure will be treated in the strictest confidence and will not necessarily prejudice your application.

12.1 I declare that I **do \ do not** have any criminal convictions, cautions or pending prosecutions.

12.2 I declare that I **do \ do not** have any open or ongoing investigation(s) with my employer or regulatory / governing body.

## 13. Equal Opportunities Statement

**Info:** Aspire Locums is committed to a policy of equal opportunities for all work-seekers and shall always adhere to such a policy and will review on an on-going basis on all aspects of recruitment to avoid unlawful or indirect discrimination. We treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, color, ethnic or national origin, religion, or political beliefs, or membership or non-membership of a trade union and we place an obligation upon all our staff to respect and act in accordance with this policy. Aspire Locums shall not discriminate when deciding which work-seeker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement. Aspire Locums will ensure that each candidate is assessed only in accordance with the work-seekers' own merits, qualifications, and ability to perform the relevant duties required by the job vacancy or assignment.

## 14. Declaration Statement

I certify that the information stated in this form is true and correct and that no misleading information has been given. I understand that any misleading information or deliberate omissions may be considered as grounds for the withdrawal of future work being offered by Aspire Locums.

Print Name:	Signature:	Date:
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