



CONFIDENTIAL REGISTRATION FORM

Personal Information

Title: Mr / Mrs / Miss / Dr / Ms	First Name	Surname	
Address and Postcode			
Home Telephone No:		Home Email	
Work Telephone No:		Work Email	
Mobile Telephone No		Nationality	

Are you a citizen of the UK ?	Yes / No	Are you authorised to work in the UK ?	Yes / No
Your Passport ?	UK / EU / Other	Visa Status ?	NA / HSMP / Student / Spouse
Do you have a Full UK & Clean Driving License ?	Yes / No	Do you have a car ?	Yes / No
Type of work required ?	Perm / Contract	May we send your C.V. without prior consent ?	Yes / No

Education

Please detail the following information as some clients we work with do request all of your examination results. Please include your High / Secondary School, College, University and any Professional Qualifications.

Name of Institution	Dates of Study (yyyy – yyyy)	Subject(s) / Course Taken	Grade(s) Obtained	Qualification Year (yyyy)

Please detail any serious health concerns or recent illnesses that your potential next employer should be aware of, in order that they may accommodate any reasonable adjustments. If you have none, please write 'None' (do not leave this section blank)

Please detail any convictions or criminal record that your potential next employer should be aware of. If you have none, please write 'None' (do not leave this section blank).

Current & Previous Employment

Current Company Name:		Current Company Location:	
Current Job Title:		Current Employment Dates:	
Current Basic Salary in £:		Current Benefits:	
Current Notice Period:		Current Managers Name:	
Current Job Duties:			

Company Name:		Company Location:	
Job Title:		Dates of Employment:	
Basic Salary in £:		Benefits:	
Notice Period:		Managers Name:	
Job Duties:			

Company Name:		Company Location:	
Job Title:		Dates of Employment:	
Basic Salary in £:		Benefits:	
Notice Period:		Managers Name:	
Job Duties:			

Languages

Please list any foreign languages that you speak below. Please tick your level of competency in the boxes provided.

Language	Conversational	Business	Fluent

Professional References

You should supply us with as many references to cover a five year period. Please list the information as fully as possible, as some clients we work with do request this prior to making an offer of employment.

Company Name:		Dates of Employment:	
Name of Referee:		Job Title:	
Company Address:			
Referee Telephone No:		Email Address:	

Company Name:		Dates of Employment:	
Name of Referee:		Job Title:	
Company Address:			
Referee Telephone No:		Email Address:	

Company Name:		Dates of Employment:	
Name of Referee:		Job Title:	
Company Address:			
Referee Telephone No:		Email Address:	

Next of Kin (or person to contact in an Emergency)

Persons Name		Daytime Tel No	
Relationship to you		Mobile Tel No	

Declaration and Signature

I declare that all information in this application (including my attached CV) is true and correct and that I have disclosed all matters that may or will affect my application for work. I agree that all information gathered during my application will be stored and used for registration purposes under the Data Protection Act 1998, and may be transferred internationally for the purpose of considering my application. I understand that my details will be held on a database unless I request them to be deleted in writing. I agree that any information given to me by McGinnis Loy Ltd or its client companies is confidential and I will not disclose it to any third party under any circumstances. I consent to receiving marketing communication from McGinnis Loy Ltd and its other trading subsidiaries regarding new products, features or services; and from carefully selected partners chosen by McGinnis Loy Ltd. I confirm that I am not in breach of the Asylum and Immigration Act 1996, or any rules or regulations made pursuant to the act or any other act, rule or regulation. I also confirm that I have no unspent convictions within the meaning of the Rehabilitation of Offenders Act 1974.

I confirm that **(please delete the option that does NOT apply)** :

- I have presented in person to McGinnis Loy Ltd my original passport and all related work visas that allow me to work within the United Kingdom
- I will present to McGinnis Loy Ltd in person my original passport and all related work visas that allow me to work within the United Kingdom within the next 10 business days

Signed by Applicant:			
Print Name:		Date:	

For the avoidance of doubt, this Agreement shall not give rise to a contract of employment between McGinnis Loy Ltd and the Applicant. McGinnis Loy Ltd operates in accordance with best practice and UK legal requirements including, but not restricted to the Employment Agencies Act (EEA). In accordance with the EEA, McGinnis Loy Ltd acts as an Employment Agency when undertaking permanent and contract recruitment. This agreement is governed by the law of England and Wales and is subject to the exclusive jurisdiction of the courts of England and Wales.