



# APPLICATION FORM

**Private & Confidential**

Please return to:

**CDM Recruitment Limited**

16 Blue Sky Way  
Monkton Business Park  
Hebburn  
NE31 2EQ

**Discipline/Type of Work**.....

**CDM Registration No**.....

**Date of Registration**.....

**Title**..... **Forename**..... **Surname**.....

**Marital Status**.....

**Current Address**.....

**Tel No**.....

.....

**Mobile No**.....

.....

**D.O.B**.....

.....

**Post Code**.....

**Driving licence Y / N**.....

**Own Transport Y / N**.....

**History of Education**.....

**Certificates/Qualifications**.....

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**Previous Employment (Last 2 years minimum)**

Date From/To	Employer	Job Title	Duties	Reason for Leaving

Please list below the contact names, company addresses and telephone numbers of two people of which we can contact in order to obtain a working reference.

<b>Contact Name</b> .....	<b>Contact Name</b> .....
<b>Company</b> .....	<b>Company</b> .....
<b>Address</b> .....	<b>Address</b> .....
.....	.....
.....	.....

**Criminal Record**

Please can you list any criminal convictions relevant to yourself apart from any convictions that are “spent” under the rehabilitation of Offenders Act 1974. Even if you do not have any convictions, please state below:

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**Application Declaration**

I can confirm that all of the information that I have given in this document is correct. I also can confirm that any information found to be incorrect or untrue may lead to my employer terminating any employment contracts that maybe or has been offered.

I also understand that my employer has the right to require me to undergo a medical examination. The law requires the company to contact and inform me of their intention prior to contacting my doctor with a view to seeking a medical report and obtain my permission to contact my doctor.

Furthermore, I agree to inform CDM of all correspondence relating to nay interviews set up on my behalf.

**Signed**..... **Print Name**.....  
**Date**.....





## WORKING TIME LEGISLATION

Most contracts for temporary employees will be based on an average working week of 48 hours. However, there may be occasions when some overtime is available. According to the European Working Time Legislation, an employee is not obliged to work more than 48 hours in any working week. If you wish to have flexibility to work more than 48 hours, please sign below:

I am willing to work more than 48 hours in any working week

Signed.....

N.B. Should you change your mind you must notify CDM in writing immediately.

## IDENTITY CHECK

You are required to provide the following proof of identification in line with Home Office Legislation,

**EITHER**

1. A passport showing that the holder is a British Citizen, or has the right of abode in the United Kingdom.

**OR**

2. A document giving your permanent National Insurance Number and name. This could be a P45, P60, National Insurance Card, or a letter from a Government agency.

**AND**

3. A full birth certificate issued in the united Kingdom, which includes the names of the holders parents, OR

## EQUAL OPPORTUNITIES

CDM operates an active Equal Opportunities Policy across the company. In order that we can monitor this policy, we ask all of our candidates to complete the following information:

SEX: MALE  FEMALE

D.O.B

NATIONALITY:

ETHNIC ORIGIN:

E.g. White, Indian Pakistani, Afro Caribbean etc...

Do you need permission to work in the UK? YES\*  NO

\*If yes, your consultant will be able to inform you of identification required.

Signed.....

Print Name.....

Date.....

