Be Personnel Limited, 13 Henderson Road, Inverness, IV1 1SN Telephone: 01349 883303 Email: recruitment@bepersonneltd.com

Name: ........................................... Payroll No: ........................

**Personnel Form**

If yes, please specify:

No

Do you have your own transport? Yes

No

Do you hold a current Driving Licence? Yes

Emergency contact name

Emergency contact no. Emergency Contact Relationship:

/

/

Date of Birth

No

Yes

May we contact you at work?

Postcode

E-mail

Nationality Home phone no. Address Mobile phone no.

Work phone no.

Female

First names Male

Surname

NI Number

Other title

Ms

Miss

Mrs

Mr

Personal Details

What type of work are you interested in?

Temporary Permanent Temporary to Permanent

Daywork Weekend work Part time

Pay Required Hours Required Date you are available to start Any dates you are unable to work? From To Reason

If you have answered yes to **a**/**b**/**c** above, please give FULL details:

 Copies to be held on file

No

Yes

No

Yes

No

Yes

1. Do you have any disability that requires us to make a reasonable adjustment to the recruitment process?
2. Do you have a disability that would prevent you undertaking the work applied for (with reasonable adjustments if necessary)? *Describe to the candidate essential elements of the role eg. Heavy lifting, climbing a ladder, cold environment.*
3. Do you have any Criminal Convictions not spent?

Other (please state)

Black Caribbean

Pakistani

Black African

Indian

Bangladeshi

Chinese

Ethnic Asian Origin: Black Other

White

Immigration Status Doc. Yes No Reference No.

If yes, please tick which documents you hold and provide original documents for inspection

Full UK Birth Certificate

**and** NI Documentation

Equal Opportunities Monitoring

Are you eligible to work in the UK? Yes No

UK/EU Passport Application Registration Non EU Passport

or EU ID Card Card (ARC) (with relevant Stamps)

Computer Competency (Please tick to indicate your proficiency in the following software packages).

Basic Intermediate Advanced Package(s) or version(s) used

Lotus Packages Database Accounts software Word

Excel Powerpoint Email Internet

Others – Please specify

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Language Proficiency (Please tick to indicate your language ability).

Language 1 Fluent Conversational

Language 2 Fluent Conversational Language 3 Fluent Conversational

Basic

Basic Basic

Building Society ref. no

Sort Code

Account no.

Bank/Building Society details (Payment method will be by BACS)

Name of Account Holder Name of Bank/Building Society Address of Bank/Building Society

 Postcode

Please read the following two statements carefully and then complete and sign either **Box A** or **Box B**

**Box B**

I have been asked to provide the name and relationship of the account holder but have declined to do so for personal reasons. I do however confirm that the use of this account has been freely chosen by me.

Signature: Date:

**Box A**

If this is not your Account, please provide the name of the Account Holder and their relationship to you before signing to confirm:

Account Holder Name: Relationship to me:

Signature: Date:

Declaration

I confirm that the information provided on this form is a true statement of my personal history and that enquiries may be made to verify these details. I also understand that false statements, or withholding any relevant information, may provide grounds for the withdrawal of an appointment offer, result in disciplinary action or dismissal from the company. I consent to this information being used for the purposes of the Data Protection Act in assessing my employment suitability and I consent to the information contained within this form being used as part of my personnel record should my application be successful.

Signed Date