

DECLARATION FORM

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| **Privacy Policy**  The information that you provide on this form and on any CV, and by making an application for a position with us, you consent to your personal data being included on a computerised database. Personal data will include information provided by you and any information obtained in relation to your application, including that from any interviews, selection procedures or references. The information will be used by Campbell Tickell Ltd to process your application. We may check the information collected with third parties or with other information held by us. We may retain and process anonymised data for the compilation of reports, and we may share information where legally required. We will retain your CV and personal information for further work opportunities. | |
| Position applied for: |  |

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| **CONTACT DETAILS** | | | | | | |
| Title |  | First Name |  | Surname |  | |
| Address:  Postcode: | |  | | | | |
| Mobile number: | |  | | Discretion required? | | Select |
| Home number: | |  | | Discretion required? | | Select |
| Work number: | |  | | Discretion required? | | Select |
| Email address to be used for primary communication: | | | |  | | |

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| **ADDITIONAL INFORMATION** | | | | | | |
| Most recent basic salary: | | £ | Select |  | £ | Select |
| Value of other benefits ie; car allowance, pension etc Please state which type of benefit and the estimated value | | | |  | £ | Select |
|  | £ | Select |
|  | £ | Select |
| Notice period: | | Select | | | | |
| Can you attend the specified interview dates? | Select | | If you selected No, please specify your availability: | | |  |
| Are you willing to consider relocating for this role if necessary? | | | | | | Select |

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| **REHABILITATION OF OFFENDERS ACT 1974** | | | | | | |
| Campbell Tickell is committed to recruiting professionals from all areas of the community including offenders and ex-offenders.  The Rehabilitation of Offenders Act 1974 requires us to ask if you have any ‘unspent’ convictions. The information you provide will be treated in the strictest confidence and only be taken into account where, in the reasonable opinion of Campbell Tickell, the offence is relevant to the post for which you are applying. All disclosures will not be revealed to others except the client organisation, if appropriate. If you inadvertently disclose a conviction regarded as ‘spent’ it will be ignored.  Under the Exception Order 1995, certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in cases for example where the employment sought involves working with children or vulnerable adults, details of all criminal convictions - both spent and unspent - must be disclosed to us.  If you are unsure of whether your conviction(s) should be disclosed please check <http://www.nacro.org.uk/what-> we-do/resettlement-advice-service/advice/disclosing-criminal-records/rehabilitation-of-offenders-act- 1974,1646,NAP.html#4.  **Failure to declare a conviction may result in your exclusion from our register and/or termination of any assignment if the offence is not declared but later comes to light.**  A spent conviction will still show on your criminal record, but we will not take it into account when considering your application unless the post is considered exempt under the Act. All posts that require DBS disclosure will be exempt under the Act and will require you to disclose spent and unspent convictions. | | | | | | |
| **Do you have any unspent criminal convictions or spent convictions covered by the Exception Order 1995?**  If yes, please provide details on a separate sheet marked ‘CONFIDENTIAL’ and submit it  with this form. | | | | | | Select |
| **ASYLUM & IMMIGRATION ACT 1996** | | | | | | |
| We have a legal responsibility to verify your immigration status/ eligibility to work in the UK under the terms of the Asylum & Immigration Act 1996. Proof will need to be provided. | | | | | | |
| **I can confirm that I am entitled to work in the UK:** | | | | | Select | |
| Proof of eligibility: | Select | | If you selected *Other*, please specify: | |  | |
| **REFERENCES** | | | | | | |
| Please provide full contact details of two referees you have worked for or with, in the last two years. One of the referees should be your current or most recent employer. References will not be taken until you have been offered a job. Should we wish to see your references prior to making an offer, you will be contacted if you have requested we obtain prior consent. | | | | | | |
|  | | **Referee 1**  **(Current/most recent employer)** | | **Referee 2**  **(Most recent previous employer)** | | |
| **Full name:** | |  | |  | | |
| **Position:** | |  | |  | | |
| **Organisation:** | |  | |  | | |

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| **Relationship to you:** |  |  |
| **Address:**  **City**  **Post code** |  |  |
| **Work number:** |  |  |
| **Mobile number:** |  |  |
| **Email address:** |  |  |
| *Please let us know if you would like us to gain prior consent before contacting your referees by ticking the relevant box below.* | | |
| **Prior consent required?** Select | | Select |

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| **DECLARATION** | |
| Are you known to or closely related to anyone connected with or employed by Campbell Tickell? If so, please give details: | Select |
| Are you or anyone closely related to you involved in a company which Campbell Tickell does  business with? If so, please give details: | Select |
| Is there anything in your history that you should reasonably draw to our attention, which, if it came to light subsequently, and we were unaware of the matter, could bring Campbell Tickell into disrepute?  ***If yes, please provide details on a separate sheet marked ‘CONFIDENTIAL’, and submit it with this form. If you are in doubt, please talk to the individual assigned to this recruitment process.*** | Select |

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| * I hereby confirm that the information given is true and correct. * I understand that any offer of employment is conditional upon the accuracy of this information and any false or misleading information, as well as withholding relevant information, may lead to my application being disqualified, the withdrawal of a job offer or, if I have been appointed, to my dismissal. * I understand that social media vetting may take place. | |
| **Signed (please print your name)** | **Date** |