

# candidate file

## 1. personal details

title | forename(s) | surname

previous name (if applicable) | national insurance number

## 2. contact details

address

town | county | postcode

home telephone | work telephone

mobile telephone | email address

web page

## 3. registration details

current salary £ p.a. | desired salary £ p.a. | current rate £ per hour | desired rate £ per hour

type of work required temp / freelance | permanent | contract | shift:

preferred locations city | west end | south london | north london | outside london | overseas

what is your nearest tube and / or mainline rail station?

are you a limited company? yes | no | if yes, what is your company name:

language ability (fluent / bilingual only) french | german | italian | spanish | other (please state)

where did you hear about devonshire?

have you registered with other agencies? yes | no | if yes, which ones:

signature | date

to the best of my knowledge, the information i have provided is correct

surname

forename(s)

date

registration no.

nationality: \_\_\_\_\_

**visa type (if applicable)**

2 year | 4 year | working holiday | student |

hsmp | ancestral | spousal | leave to remain |

expiry date: \_\_\_\_\_

**declaration of criminal convictions**

name: \_\_\_\_\_

do you have any criminal convictions (including any "spent" under the Rehabilitation Act)?  
If so, please provide details below giving dates

\_\_\_\_\_

signed: \_\_\_\_\_

date: \_\_\_\_\_

Declaration of a criminal conviction does not necessarily preclude you working with Devonshire.

However, please note that any misrepresentation may lead to termination of your assignment with the client and may jeopardise any future employment with Devonshire.

**data protection statement**

The information that is provided by you on this application form and that is obtained from other relevant sources will be used to facilitate temporary and or permanent opportunities through Devonshire Appointments Ltd. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up a position through us, the information will be used in the administration of your placement through us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. 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 other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Data Protection Commissioner.

signed: \_\_\_\_\_

date: \_\_\_\_\_