

Candidate Application Form

At BCUK, our effectiveness in finding you a new role depends on how quickly and accurately we can promote your skills to a potential employer. Please help us to help you by spending a few minutes completing this form.

Once you have provided us with evidence of your eligibility to work in the UK, your identity, qualifications, career history, references and, where appropriate, criminal records check and security clearance, we can start identifying potential roles for you. Equally, it ensures we do not waste your time by putting you forward for positions to which you are not suited. Legally we are required to confirm your identity and ensure that you are eligible to work in the UK.

If you have any questions, please call us on 01695 556 800. All information provided will be treated in the strictest confidence and will be processed and held in accordance with relevant Data Protection legislation.

Personal Details

Surname	
Forename(s)	
Previous names (e.g. maiden name/ deed pole change)	
Title Mr/Mrs/Miss/Ms/Dr/other - please specify	
Address	
Postcode	
Home Number	
Mobile	
Email address	
Do you have a current driving licence? Yes/No Own Transport Yes/No	
Job Title	
Next of Kin Details (name & number)	

General Information

CSCS Card	Yes	No	Vest	Yes	No
Driving License	Yes	No	Boots	Yes	No
Tools	Yes	No	Gloves	Yes	No
Smoker	Yes	No	Goggles	Yes	No
Safety Equipment	Yes	No	Safety Shoes	Yes	No
Hat	Yes	No	Overalls	Yes	No

Health and Safety

Are you prepared to work unsociable hours? Yes/No or at nights (from 23.00-0600 Yes/No)

Do you hold any first aid qualifications? Yes/No

If yes please give details.....

Confidential Medical Questionnaire

Are you prescribed medication by your doctor?	Yes	No
Are you registered disabled?	Yes	No

If yes, please give details of dosage and medication taken.....

GP Tel. Number.....

Have you at any time:-	No	Yes	If 'yes' please give details and dates
Had an operation			
Suffered with drug/alcohol abuse			
Been seriously injured			
Been refused or dismissed from employment for health reasons			
Been registered disabled			
Received disability pension			
Been ill through your work			
Been refused a driver's licence because of ill health			
Had an injury to the head			
Received in-patient treatment for a physical or mental condition			
Had any spine / back injury			
Been unable to work because of back pain			
Do you suffer from dyslexia			

Do you suffer or have you received treatment for:-

Asthma / Chest Trouble	Yes	No	Allergies / Hayfever	Yes	No	Arthritis	Yes	No
Anaemia	Yes	No	Diabetes	Yes	No	Nerve Trouble	Yes	No
Ear Trouble	Yes	No	Eye Trouble	Yes	No	Back problems	Yes	No
Jaundice	Yes	No	Cerebral Palsy	Yes	No	Cystic Fibrosis	Yes	No
Cough (Frequent)	Yes	No	Varicose Veins	Yes	No	Hernia	Yes	No
Leukaemia	Yes	No	Haemophilia	Yes	No	Upper limb disorders	Yes	No
Deafness / Partial hearing	Yes	No	Blindness	Yes	No	Polio	Yes	No
Swelling of legs / ankles	Yes	No	Angina / heart trouble	Yes	No	Epilepsy / fits	Yes	No
Eczema / skin rash	Yes	No	High blood pressure	Yes	No	Rheumatic fever	Yes	No
Shortness of Breath	Yes	No	Headaches (Frequent)	Yes	No	Fainting and dizziness	Yes	No
Period / Prostrate problems	Yes	No	Spinal injury	Yes	No	Multiple Sclerosis	Yes	No
Muscular Dystrophy	Yes	No	Spina Bifida	Yes	No	Repetitive Strain Injury	Yes	No
Do you wear glasses?	Yes	No	Have you ever worked in a dusty / noisy environment?	Yes	No	Do you suffer from any other ailment?	Yes	No

Referencing and Security Checks

References

Please provide up to two references. Your current employer will not be contacted without your express permission

Name:

Position:

Company:

Tel No:

Email:

Name:

Position:

Company:

Tel No:

Email:

Criminal Record and Security Checks

This information will be used to identify appropriate opportunities for you and NOT as a short listing tool in the recruitment process.

You may be offered an opportunity to work within an environment or establishment where you may come into contact with children or other vulnerable groups, or your profession/occupation may fall within certain excepted categories. Where this is likely to apply, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 requires us to ask you for additional information. A criminal record check from the Disclosure and Barring Service may be required where this type of work is sought.

Do you hold a Disclosure and Barring Service (DBS) check carried out within the last 3 years? previously known as Criminal Records Bureau (CRB) check)	Yes	No
Have you ever been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974?	Yes	No
Do you have any previous convictions, whether or not they are 'spent' within the Act, including any cautions, reprimands, final warnings, bind-overs or any convictions from overseas?	Yes	No
Do you hold any form of current security clearance?	Yes	No

If yes to any of the above, please give necessary details

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Declaration

I confirm that the information provided on this form and within my CV, if applicable, is both truthful and accurate. I have omitted no facts that could affect my future employment.

I understand that if I am placed by Building Careers UK Ltd and the details that I have provided are inaccurate or not completed my assignment is liable to be terminated.

I understand that any engagement entered into is subject to documentary evidence of my right to work in the UK, verification of any professional qualifications and, in the case of temporary assignments, subject to satisfactory references.

I expressly consent to any sensitive or personal data, disclosed as part of my application, being used in conjunction with the search for work, subject to the relevant Data Protection legislation.

I am happy to receive marketing from Building Careers UK regarding new opportunities Yes / NO

I will inform BCUK immediately of any circumstances that may affect my work, such as changes to health, subsequent pending prosecutions or convictions, which may arise whilst I am registered for permanent or temporary work.

I understand that BCUK has the right to request a DBS check where they consider it necessary and that any details from this, or any other police checks provided, may be forwarded to a potential employer.

Signed.....

Print Name.....

Date.....

Building Careers UK Ltd is acting as an Employment Agency in respect of permanent recruitment and as an Employment Business in respect of temporary recruitment.

Registered Office:

Building Careers UK Ltd, Chadwick House, Maple View, White Moss Business Park. Skelmersdale, West Lancs, WN8 9TD. 06210098.