

CANDIDATE REGISTRATION CHECKLIST

Please ensure that you have read and completed this checklist and return it together with your Candidate Registration Form. This form will help you to complete the registration process and will ensure that any individual and/or special requirements you may have are captured and supported.

TICK BOX
TO CONFIRM

1. Have you read and fully completed all sections of the Candidate Registration Form?
2. Have you attached the necessary ID documentation (this is a legal requirement)
3. On occasion, some roles **may** be exempt from certain provisions of the Rehabilitation of Offenders Act 1974. In such cases you will be required to disclose all and any past or pending convictions whether spent or unspent, unless it is a protected caution or protected conviction. PLEASE NOTE: DBS checks may be required for some roles
4. If you have a disability, do you require any assistance or special measures to accommodate your attendance at interview, if selected?
5. Please confirm that all information provided has been given freely and that you consent to your details being held on our systems. You can request removal of your data at any time by emailing info@1ststoprecruitment.co.uk

All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

CANDIDATE NAME:

CANDIDATE SIGNATURE:

DATE OF SIGNATURE: