



**Equal Opportunities**

Clarity Appointments Ltd is committed to a policy of equal opportunities for all work seekers, shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy.

Clarity shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers.

Clarity will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

Internal Use Only	Passport Seen	Yes/No
	Copy Attached	Yes/No (to come)*
	*Passport Number	

<b>About You</b>			
Name		Surname	
Home Phone Number		Mobile Number	
Email Address			
Home Address		Do you drive?	Yes/No
		Own Car?	Yes/No
Emergency Contact/Next of kin			
Where did you hear about Clarity?		Current Position	
Current Salary/Package		How long is your notice period?	
Ideal work locations?			
<b>Permission to Work in the UK</b>			
Nationality			
Do you have immigration permission to work in the UK?	Yes/No	In line with Home Office guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK if you are to be engaged by Clarity Appointments Ltd for temporary work	
<b>Criminal Convictions</b>			
Do you have any unspent criminal convictions?	Yes/No		

If yes, state convictions and dates .....

\*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of Clarity, the offence is relevant to the post to which you are applying. **Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.**

**Your Working Status**

Are you a Limited Company?	Yes/No	Registration Number
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Clarity normally works with clients seeking candidates to work within an environment where they are supervised by the client and therefore IR35 compliant. If you commence work for Clarity under these circumstances you will be asked to provide your Ltd Co details including M&AA and Certificate of Incorporation along with the Ltd Co bank details.

**Professional Qualifications**

Professional Qualifications (eg AAT/ACA/ACCA/ CIMA etc)	Institute	Reg Number	Year Qualified
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Part Qualified?	Institute	Reg Number	Papers Passed
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**References**

Applicable only if Clarity is seeking temporary work on your behalf

Referee Name	Referee Name
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Company Name	Company Name
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Address	Address
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Dates from/to	Dates from/to
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Reason for leaving	Reason for leaving
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The information that you provide on this form and on any CV given will be used by Clarity to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients.

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 way permitted or required by law.

**Declaration**

I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to clients. I consent to references being passed onto potential employers.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Clarity Appointments Ltd will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

..... Signed

Name .....

Date.....

**MONITORING EQUAL OPPORTUNITIES**

Clarity Appointments Ltd operates an equal opportunity policy. To help us monitor the effectiveness of this policy you are requested to complete this form and return it with your registration form. This monitoring form will be detached from any job application and will be kept separately from the information to be used in the selection process.

Name: .....

**1) Ethnic Category:** The following categories are based on those used in the 2001 census as recommended by the EHRC. Please note the ethnic questions are not about nationality, place of birth or citizenship. UK citizens can belong to any of the ethnic categories indicated.

Please tick the box below which best describes the ethnic category to which you belong:

- a      White
  - British
  - Irish
  - Any other White background – *please write in below*

- b      .....  
Mixed – *please also tick one of the boxes below*
  - White and Black Caribbean
  - White and Black African
  - White and Asian
  - Any other mixed background – *please write in below*

- c      .....  
Asian or Asian British
  - Indian
  - Pakistani
  - Bangladeshi
  - Any other Asian background – *please write in below*

- d      .....  
Black or Black British
  - Black Caribbean
  - Black African
  - Any other Black background – *please write in below*

- e      .....  
Chinese or Chinese British or other ethnic group
  - Chinese
  - Any other ethnic background – *please write in below*

**2) GENDER: PLEASE TICK APPROPRIATE BOX:**    MALE [ ]                  FEMALE [ ]

**3) Disability:** Please state if you have any long-term physical or mental condition that affects your ability to carry out day-to-day activities. (Advice can be obtained from the EHRC 0845 604 6610)

Yes [ ]      No [ ]

**4) Age:** Please state your age and date of birth:    Age [      ]    Date of Birth ...../...../.....

**5) Religion:** Please state your religion: .....



<b>Accounting skills</b>				<b>Business Skills</b>	
	Audit		Purchase Ledger		3/5 Year Business Plans
	Balance Sheet		Sales Ledger		Acquisition
	Bank Recs		SOx		Bid Management
	Bookkeeping		Statutory Accounts		Big 4 Trained
	Budgeting/forecasting		Stock Accounting		Business Process Re-Engineering
	Cashbook		Supervisory		Commercial Management
	Cash flow		Systems Implementation		Disaster Recovery
	Company Secretarial		Transfer Pricing		Disposal
	Consolidations		Treasury		Due Diligence
	Corporate Tax		Trial balance		Expert Report Writing
	Costing		US GAAP		Flotation
	Credit Control		Variance Analysis		Joint Venture
	Credit Management		VAT		MBI
	Export		WIP		MBO
	Fixed Assets				Mergers
	Financial Accounting				Project Management
	Foreign Currency Management				Raising of Funds
	Group Statutory Reporting				Regulatory
	IAS				Shared Service Centre
	Intrastat				Start Up
	Monthly Management Reporting				Strategic/Planning
	Nominal Ledger				Turnaround
	Payroll				US Regulatory
	Pensions				VC/Investor Relations
	Personal Tax				
	Planning & Analysis				
	Prepayment & Accruals				
	Profit and loss				