



## Application for Supply of Services

### Return Checklist

Please ensure that you have completed all sections of this form and have attached all requested forms & documents

Description	Included <input checked="" type="checkbox"/>	
	Yes	No
<b>All the following sections must be completed and returned</b>		
Signed Application		
Employment history		
Education & Qualifications filled in and signed		
Signed Medical Self Certification Form		
Signed registration contract or		
Ltd Company opt out		
<b>We also require you to send in the following supporting documentation</b>		
2 Colour passport photographs signed by yourself on reverse		
Verified copy of your passport		
Colour copy of your drivers licence (Photo licence only)		
Verified copies of Licences, Certificates and Training Certificates.		

**Verified copies are required under the EAA regulations.**



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Fax: +44 (0) 1483 748209  
recruitment@wynnwith.com  
www.wynnwith.com

Dear Candidate

In April 2004 the government introduced the Employment Agency Act (EAA) this legislation was brought in to raise standards across the recruitment industry with one of the main aims to provide greater protection for both candidates and clients who use the services of an employment agency to view the full regulations go to the website <http://www.hms.gov.uk/si/si2003/20033319.htm>

The EAA instructs us to tell you that:

Wynnwith operates both as an Employment Business (temporary and contract positions) and an Employment Agency (permanent positions).

There will be no charge or fee for work-seeking services or any service in relation to your assignment search.

We now have (under the EAA) to obtain verified documentation from you and file copies of this documentation as proof of who you are and of your training, licences and courses and any other documentation required to look for work within your industry

We also have to obtain a signed registration contract before we are able to provide you with any work finding services.

#### **Registration disclaimer**

Please read the registration disclaimer that is attached to this letter. This will give you information of what will happen to your registration details and your rights under the data protection act 1998.

If you have any queries in connection with the registration disclaimer please contact the Database Manager at [data.administration@wynnwith.com](mailto:data.administration@wynnwith.com) or call 01483 748243.

Wynnwith provide a dedicated recruitment service to our clients that will give you access to many opportunities that are posted on our website; [www.wynnwith.com](http://www.wynnwith.com) which are not advertised elsewhere.

Yours sincerely  
Wynnwith

### **Information Collection and use**

By the signing or acceptance of the Registration Contract with Wynnwith you have agreed to your details being entered onto the company database for consideration of any vacancies that may be suitable to your skills and experience. If you do not require to be considered for other vacancies than that of which you have applied for please contact the Database Manager. The personal information held in our records will be your: Name, Address, Date of birth, Telephone numbers, Email addresses and an Electronic copy of your CV, bank details, EAA forms, criminal convictions. We will also hold copies of your passport/driving licence, training records, licences and any other documentation that is required under the Employment Agency Act 2004 (EAA)

Once registered other information that can be added to the database is: written summaries of conversations made to Wynnwith in connection to finding you a suitable assignment, interview notes, training records. Any written correspondence from you will be electronically added to your record and if the correspondence has a signature a hard copy will be kept.

On the appointment of an assignment the additional information held on the company database will be: References, Appraisals, Bank Details, Rates of pay and all details of the assignment. Your assignment details will remain on the database and in payroll for a minimum of 10 (ten) years.

If the company is required to hold sensitive information on you, you will be contacted and advised of the information required and asked to sign a consent form. If you have added this information onto an application form you will have signed the consent on the bottom of that form.

If Wynnwith has not placed you within an assignment for 12 months you will be contacted in writing asking if you wish to remain on the database, by replying and sending in an updated CV your data will remain on Wynnwith's database for at least another 12 months. In not replying your details will be deleted from the database.

Wynnwith is the sole owner of all the information collected via application for registration. We will not sell, or share, or rent information to others in ways that differ from that disclosed in this disclaimer.

### **Sharing of information**

Personal and sensitive information may be shared with clients where the information is required for security Clearance, issues and passes. The sharing of any information will only take place if you have signed a disclaimer giving Wynnwith permission to disclose your personal and / or sensitive information except

Where you have applied to work with a specified client within a specified location and Wynnwith no longer supplies to that specified client at that location. Wynnwith can transfer your details to the supplier of that specified client to allow that supplier to carry on the work finding services for you in this instance you will be notified in writing of the change in data controller.

Further information or any queries relating to the sharing of information contact database Manager at [data.administration@wynnwith.com](mailto:data.administration@wynnwith.com) or Tel 01483 748243

### **Accessing and removal of personal Information**

You have the right to request a copy of the information held by Wynnwith about you on its database in return for the payment of a small fee. If the data Wynnwith has is inaccurate, you may have such data corrected or erased. All requests for copies of information should be sent to Database Manager at [data.administration@wynnwith.com](mailto:data.administration@wynnwith.com) or call on 01483 748243.

### **The Accuracy of your Registration and updated Information**

You are responsible for ensuring that any information you provide to Wynnwith, including your CV, is accurate, complete and your own. Wynnwith is entitled, forthwith and without notice, to remove from the internal computer system any such information found to be false, inaccurate, incomplete or not your own. If you update your information, either by the website or directly to Wynnwith, the new information will replace the old registration information we have stored on Wynnwith's database.

We would appreciate it if you would update your registration details and CV whenever your details change. We are reliant on you supplying us with a factually accurate and complete picture of you, your experience and requirements.

### **Automated decision making**

Occasionally your CV will be selected by an automated system using your CV to highlight skills that will be put forward to one or more of our clients; you will always be contacted prior to your CV being passed to our client. If you wish to receive further information contact the database manager in writing or email.

### **Data Protection act (1998)**

Once you have signed or accepted the Registration contract your CV and the information given in the registration pack will be stored on Wynnwith's database. Wynnwith will enter information contained in your CV to create a record about you on our database. Wynnwith may add to the information obtained from your CV with written or verbal information taken directly from you. The only information that will be added to the record about you on Wynnwith's database will be information that is considered necessary or helpful and is intended to assist in the recruitment process.

Wynnwith will not send your CV to organisations with vacancies for which you may be appropriate, without your express consent. However, Wynnwith may send a profile of your skills and experience to organisations selected by Wynnwith. The profile would be created from your CV and other written or verbal information you have provided, but would not have any identifying information about you such as your name, contact details or the names of your previous employers. Wynnwith understands that if you have a rare skill, it may be possible to identify you even without the identifying information mentioned above.

If you do not want Wynnwith to send your profile out to prospective employers or wish to request the removal of your record from Wynnwith's database please contact the Database Manager at [data.administration@wynnwith.com](mailto:data.administration@wynnwith.com) or call on 01483 748243

**Wynnwith Privacy Policy**

Wynnwith is committed to protecting your privacy in accordance with the Data Protection Act 1998. Wynnwith collects uses and disseminates the personal information you provide to us only in accordance with the policies and procedures outlined in this disclaimer. If Wynnwith transfers your personal information to offices outside the European Economic Area or to other authorised third parties, Wynnwith will ensure that the recipient applies the same levels of protection, as Wynnwith is required to apply to your personal information under United Kingdom data protection legislation.

By accessing the website and registering information or sending in your CV to Wynnwith, you consent to Wynnwith collecting and processing personal information in the manner set out in this statement

Either Wynnwith or third parties, such as independent auditors, may access some or parts of your registration information.

**Security**

Wynnwith takes every precaution to protect your information. Access to your 'personal information, is restricted within Wynnwith. Only employees who require information to perform a specific assignment may be granted access to this information. The servers, on which Wynnwith store personally identifiable information, are kept in a secure environment.

**Please complete and return this form even if accompanied by a CV**

Name:

Permanent Address:  
(block letters)

Telephone Number: Mobile Number:

E-Mail Address: N I Number:

Date of Birth: Age:

**Next Of Kin (For Emergency Use Only)**

Name: Relationship:

Daytime phone No: Evening phone no: Mobile:

Driving Licence

Do you hold a driving licence? Yes/No

What type of license do you hold (please circle): Do you have any endorsements? Yes/No

Full Driving / Provisional Driving / Full Bike / Provisional Bike / HGV / LGV

**Criminal Convictions**

Apart from spent convictions, as defined under the Rehabilitation of Offenders Act 1974, have you been convicted of a criminal offence, or are there any criminal charges outstanding against you?

Yes No (If YES, please provide details on a separate sheet of paper)

**PLEASE NOTE: Failure to declare a conviction may require us to exclude you from our register or to terminate an assignment, if the offence is not declared but later comes to light.**

**The right to Work in the UK**

Do you have the right to reside and work in the UK? Yes No

You will be required to produce your original birth certificate, passport or any other documentation acceptable to the provisions of the Asylum and Immigration Act 1996 before commencing of an assignment.

Wynnwith Engineering is committed to equality for all its employees and especially to the elimination of unlawful discrimination. To enable us to fulfil our responsibilities under the Race Relations Act, Sex Discrimination Act and Disability Discrimination Act, we ask you to complete this section. All the information provided in this section will be used for monitoring purposes only and will not be held electronically or hard copy.

**Ethnic Origin**

Please note that Ethnic Origin is not necessarily nationality; a UK citizen could belong to any of the groups below.

<b>Black</b>	Caribbean African Other (specify)	<b>Asian</b>	Indian Pakistani Bangladeshi S East Asian Other (specify)	<b>White</b>	UK (excl N Ireland) Northern Ireland EIRE Other European Other (specify)
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If none of the above apply, please specify:  
Please state: Male Female

**Disability**

The provisions of the Disability Discrimination Act 1995 are designed to protect people suffering from a disability from discrimination in employment. To be protected against discrimination under the Act, individuals must either have, or have had, a disability. A person has a disability if: He or she has a physical or mental impairment. The impairment has a substantial adverse effect on his / her ability to carry out day-to-day activities. The effect is long term.

Do you consider that you have, or may have, a disability under the Disability Discrimination Act 1995? (see guidance notes for definition of the Act)

Yes No If YES, please indicate briefly the nature of your disability:

In your current role, do you feel that any special aids or equipment would be required to take account of your disability?

Yes No If YES, please give details

I accept that the following information: Ethnic Origin and Disability provided by me above is classed as sensitive under the data protection act, and I agree to Wynnwith holding this information for monitoring purposes only. The criminal convictions (if any) will be held on a secure server with authorised access only.

Signed: Date:

## Employment History

Please note: You must complete all employment details for the last 5 years with no gaps. If gaps appear in employment the applicant MUST provide names and addresses of persons who will be able to confirm what you were doing at this time (a character reference may be undertaken).

Company Name (or agency) worked for:	
Address:	Name of Contact: Title/Position Held: Contact Number:
Your Job Title:	
Summary of Duties:	
Start Date:	Leave Date:
Company Name (or agency) worked for:	
Address:	Name of Contact: Title/Position Held: Contact Number:
Your Job Title:	
Summary of Duties:	
Start Date:	Leave Date:
Company Name (or agency) worked for:	
Address:	Name of Contact: Title/Position Held: Contact Number:
Your Job Title:	
Summary of Duties:	
Start Date:	Leave Date:
Company Name (or agency) worked for:	
Address:	Name of Contact: Title/Position Held: Contact Number:
Your Job Title:	
Summary of Duties:	
Start Date:	Leave Date:
Company Name (or agency) worked for:	
Address:	Name of Contact: Title/Position Held: Contact Number:
Your Job Title:	
Summary of Duties:	
Start Date:	Leave Date:

### Education and Qualifications

<b>Name of school:</b>	
Subjects Taken:	Qualifications Gained:
Start Date:	Leave Date:
<b>Name of College/University:</b>	
Subjects Taken:	Qualification Gained:
Start Date:	Leave Date:
<b>Any other Further Education/Professional Qualifications Supported by original copies of certificates</b>	
Subjects Taken:	Qualification Gained:
Training Company Name:	Address:
Start Date:	Leave Date:
<b>Training</b> Provide Details of Training/Apprentices undertaken together with copies of certificates and licences to substantiate this: (Once checked, these will be returned to you recorded delivery)	
Training Company Name: Course taken:	Address:
Start Date:	End Date:
Training Company Name: Course taken:	Address:
Start Date:	End Date:
Training Company Name: Course taken:	Address:
Start Date:	End Date:
Training Company Name: Course taken:	Address:
Start Date:	End Date:
Training Company Name: Course taken:	Address:
Start Date:	End Date:
Training Company Name: Course taken:	Address:
Start Date:	End Date:

**Declaration**

I, the undersigned, confirm that to the best of my knowledge, the information provided in this application is correct and accept that any misrepresentation of the facts given is grounds for refusal of assignment or disciplinary proceedings (and, in appropriate cases, criminal charges)

I also authorise Wynnwith to take up references with previous employers (not current) as provided by me in this application.

Signed:

Date:

## Medical Self-Certification Form

Name: .....

Alertness and reasonable physical fitness are essential to enable you to carry out your duties. It is therefore important to be accurate with your answers to this questionnaire. Although, trivial matters should be ignored (e.g. transient dizziness while gardening two years ago).

When you declare **NO** you are accepting a degree of responsibility for your safety.  
Please study this list, answer the questions posed and sign the declaration at the bottom

- |   |        |
|---|--------|
| Do you have Diabetes needing insulin?   | Yes/No |
| Do you suffer from epilepsy or fits?  | Yes/No |
| Have you ever, or do you, suffer from asthma or chest related breathing ailments?   | Yes/No |
| Have you ever had blackouts, recurrent dizziness or any condition that may cause sudden collapse or incapacity?           | Yes/No |
| Do you get discomfort or pain in the chest or shortness of breath on exercise?<br>E.g. climbing a single flight of stairs | Yes/No |
| Do you have any difficulty in moving rapidly over short distances including on slopes or rough ground?                    | Yes/No |
| Would you have difficulty in looking over each shoulder?  | Yes/No |
| Do you wear/require glasses for normal vision?  | Yes/No |
| Do you wear contact lenses whilst at work?  | Yes/No |
| Do you have any difficulty in hearing normal conversations?   | Yes/No |
| Are you taking any medication that may cause any dizziness or drowsiness?   | Yes/No |
| Have you used drugs of abuse within the last 12 months?   | Yes/No |
| Have you had any alcohol related illness during the last 12 months  | Yes/No |
| Are you colour blind  | Yes/No |

If you have ticked YES to any of the above, please give details in full on a separate sheet:

I understand that to the best of my knowledge, the information provided above is correct, and I understand that this information will not be disclosed to a third party and will be held in a secure environment with only authorised access.

Signed:

Date: