

Candidate Registration form

Please complete all sections of this form in BLOCK CAPITALS except for your signature marked X.

Personal details Section 1

Title:	Mr/ Ms / Mrs / Miss / Other		
Full name(s): Please include middle name & underline preferred name			
Previous Name(s):		Marital Status:	
Date of Birth: (dd.mm.yyyy)		Place of Birth:	
Nationality:		Do you require an Isle of Man Work Permit?	Yes/no
Please provide details of any Visa Restrictions?			
NI Number:		Tax Reference:	
Do you own your own vehicle?	Yes / No	Do you hold a clean driving licence?	Yes / No
Mobile Telephone No:		Home Telephone No:	
May we contact you at work?	Yes / No	Work Telephone No:	
Email address			
Do you have immediate access to your personal emails?	Yes / No	Do you have a LinkedIn profile?	Yes / No
Preferred method of contact?	Email / Mobile-call / Text / other		
Home address:			
	Post Code		
Date resident from		Date resident to / Current:	

Temporary / Contract workers only: Further home address details to cover the last 5 years
If additional space is required, please use the Additional information on Page 4

Home address:	Homeowner/ Tenant / Living with parents		
	Post Code		
Date resident from		Date resident to:	

Employment **Section 2**

Type you are seeking:	<input type="text" value="Permanent"/>	<input type="text" value="Temporary/ Contract"/>	
Hours:	<input type="text" value="Full Time"/>	<input type="text" value="Part Time - Please specify the hours sought:"/>	
Current/ Previous employer:	<input type="text"/>	Current /Previous salary:	<input type="text"/>
Job title:	<input type="text"/>	Minimum salary required:	<input type="text"/>
Notice period/ availability:	<input type="text"/>	Holiday entitlement:	<input type="text"/>
Pre-arranged days off:	<input type="text"/>	Bonus Scheme (approx. figure):	<input type="text"/>
Pension Scheme:	<input type="text" value="Employer % contribution:"/>	<input type="text" value="Employee % contribution:"/>	
Other benefits: Please tick & provide detail of %s & amounts	<input type="text" value="e.g. Healthcare Provider & entitlement, Private Dental, Car Parking, Study support/ leave, Car/ Travel allowance, DIS benefit"/>		
Are you subject to any post-employment restrictions e.g. non-compete or non-solicitation clauses?	<input type="text" value="Yes / No . If YES, please provide details"/>		
Reason for leaving / looking to leave:	<input type="text"/>		
IT Skills & proficiency – Basic/ Intermediate or Advanced level?	<input type="text" value="Please detail e.g. MS Office/ Word/ Excel/ Outlook/ Accountancy packages/ Company Secretarial packages"/>		
Languages (other than English) that could be relevant to role focus:	<input type="text" value="Please detail ability in Spoken, Written and Business levels"/>		
Please indicate where you can consider working	<input type="text" value="Central Douglas / Douglas area/ South of the Island / North of the Island / Other"/>		
Please provide information on companies that you would like to work for	<input type="text"/>		
Please provide information on companies that you would NOT like to work for	<input type="text"/>		

Health **Section 3**

Do you suffer from any physical or recurrent illness?	<input type="text" value="Yes / No"/>	Do you consider yourself to have a disability that affects your day-to-day work?	<input type="text" value="Yes / No"/>
If yes, please specify:	<input type="text"/>		

If additional space is required, please use the Additional information section on Page 4

If yes, please sign here to confirm that we can pass this information on to any potential employer

X

Please state the number of days lost through illness in the last 12 months

How many days off did you have with each illness?

Regulatory action / Dismissal

Section 4

Are you currently undergoing any procedures for dismissal / grievance or have you done in the past? If yes, please provide details

Yes / No

Do you have criminal convictions(s) (excluding motoring offences, for which a fine and/or penalty points were imposed)? If YES, you must declare this and provide details.

Yes / No

If YES please include the charge, date, resulting penalty/sentence & when this will expire

A Conviction which is treated as "spent" under the provision of the Island's Rehabilitation of Offenders Act 2001, need not be disclosed in answer to this question

By signing the declaration on Page 4, you confirm that we can pass this information onto any potential employers.

If you are convicted of a criminal offence after you have applied, you are required to disclose this information to us.

Recruitment Consultancies

Section 5

How did you hear about Paragon?

Paragon Website/ Jobs Today Website / IOM Job Centre Website/ Yellow Pages / Radio/ Newspaper / Recommended / Manx Living/ Magazine / Facebook / LinkedIn / Other

Would you like to join the Paragon Recruitment Facebook / LinkedIn page?

Yes / No

Please provide details of other Recruitment Agencies that you are registered with

Please provide information on positions that you have applied for either directly or via another agency

Credit References

Section 6

A significant number of the client's that we partner undertake stringent credit checks, referencing and qualification verification at offer stage. Whilst an adverse credit history does not necessarily discount applications for positions, failure to disclose all relevant facts can result in withdrawal of offers, or disciplinary action. We advise full disclosure and accuracy in the information you provide below.

Have you ever been subject to a Petty Debt, IVA's, Bankruptcy or Court Debt Judgement?

Yes / No

If yes, please provide details:

Please confirm if we can conduct a Credit Reference, if requested to do so by a client (primarily this will apply to you if you are seeking Temporary or Contract work)

Yes / No

Additional information:

Please detail dates & the reasons for any time you have been out of work e.g. travel, career break or other

Declaration & signature

Section 7

Paragon Recruitment will use the information provided to consider suitable employment opportunities on your behalf, but advise and consult with you on a proactive and on going basis.

Providing incorrect information or deliberately concealing any relevant facts may result in us being unable to assist you in your search.

If filled in online, you will be asked to sign the form at your interview. Otherwise, please print and sign.

I declare that all information I have provided within my CV, written communications, supporting documentation and the Paragon Registration form is accurate. All information provided is true and complete to the best of my knowledge and I have omitted nothing that could affect my job search.

I confirm that if there is any information completed within Section 4, that this can be provided to any potential employers.

Signature

X

Print name

Date

Please ask your consultant if you would like to receive a copy of your completed form.

Thank you for registering with Paragon