

Candidate Registration Form

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

Personal Details Section 1

Full Name(s): Please include middle name & underline preferred name			
Title:	Mr / Ms / Mrs / Miss / Other	Previous Name(s):	
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:			
Mobile Telephone No:		Home Telephone No:	
Email Address:			
Home Address:			
	Post Code:		
Paragon will contact you solely for the purpose of providing recruitment and employment services. Please indicate how we can contact you:	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Post <input type="checkbox"/> Text		
Preferred method of contact during working hours?	Email / Mobile call / Text		

Employment Section 2

Type you are seeking:	Permanent	Temporary / Contract	
Hours:	Full Time	Part Time - Please specify the hours sought:	
Current/ Previous Employer:		Current/ Previous Salary:	
Job Title:		Minimum Salary Required:	
Notice Period/ Availability:		Holiday Entitlement:	
Pre-arranged holidays booked:		Bonus Scheme (approx. figure):	
Pension Scheme:	Employer % contribution:	Employee % contribution:	
Other Benefits: Please tick & provide detail of %s & amounts	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?	Yes / No If YES, please provide details:
Reason for leaving/ looking to leave:	
IT Skills & proficiency – Basic/ Intermediate or Advanced level?	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:	Please detail ability in Spoken, Written and Business levels
Please indicate where you can consider working:	Central Douglas / Douglas area/ South of the Island / North of the Island / Other, specify:
Do you have access to a vehicle and driving licence?	Yes / No
Please specify any Companies that you would like to work for:	
Please specify any Companies that you would NOT like to work for:	

Health **Section 3**

Are any reasonable adjustments required to enable you to progress through the recruitment process or carry out functions which are essential for the work you seek?	Yes / No
If YES please provide details:	<i>If additional space is required, please use the Additional Information on Page 3</i>
Please state the number of absences in the last 12 months:	How many days off did you have with each absence?
Do you provide your consent that Paragon Recruitment may disclose this information to any potential employer where requested?	Yes / No
If YES, please sign:	X

Regulatory Action / Dismissal **Section 4**

Are you currently undergoing any procedures for dismissal/ grievance or have you done in the past?	Yes / No If YES, please provide details:
Do you have any unspent criminal convictions (excluding motoring offences, for which a fine/ penalty points were imposed)? If YES you must declare.	Yes / No <i>A Conviction which is treated as "spent" under the provision of the Island's Rehabilitation of Offenders Act 2001 need not be disclosed</i>
If YES please details the charge, date, resulting penalty/ sentence & when this will expire:	

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

Do you provide your consent that Paragon Recruitment may disclose this information to any potential employer where requested?	Yes / No
If YES, please sign:	X

Recruitment Consultancies **Section 5**

How did you hear about Paragon?

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 clients 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, IVAs, Bankruptcy or Court Debt Judgement?

If YES, please provide details:

Do you provide your consent that Paragon Recruitment may disclose this information to any potential employer where requested? **If YES, please sign:**

Additional Information **Section 7**

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

Declaration & Signature

Section 8

Paragon HR & Recruitment will only use the information provided to consider suitable employment opportunities on your behalf, as well as to advise and consult with you on a proactive and ongoing basis. Paragon will always receive your consent before submitting your application to potential employers.

Upon application to a job or receipt of an employment offer, do you provide your consent that Paragon Recruitment may disclose the following information to their clients for the purposes of recruitment:

Personal Details: Name, Date of birth, Nationality, Work permit status, Phone number, Email address	Yes / No
Employment Requirements: Employment type, Salary, Working hours	Yes / No
Current Employment Details: Employer, Job title, Salary, Benefits package, Notice period	Yes / No
Your CV: Reformatted to be displayed in our standard Paragon layout	Yes / No
Paragon Recruitment may contact you for general updates regarding the employment market or your specific job search. Please confirm whether you are happy to receive such information by email:	Yes / No

Paragon HR & Recruitment will retain this information on its internal system for the purpose of recruitment for 6 years.

All personal information, including a copy of this form, held by Paragon Recruitment may be accessed or removed in accordance with the General Data Protection Regulation. To practice these rights or to view our Privacy Policy please email hello@paragon.co.im.

I declare that all information I have provided within my CV, written communications, supporting documentation and the Candidate 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 understand that providing incorrect information or deliberately concealing any relevant facts may result in Paragon HR & Recruitment being unable to assist me in my job search.

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

Signature	X
Print Name	
Date	

Thank you for registering with Paragon