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| **Privacy Policy**  The information that you provide on this form and on any CV given will be used by Campbell Tickell Ltd to help you connect with clients. By making an application for a position through us, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients. Personal data will include information provided by you and any information obtained in relation to your application, including that from any interviews, selection procedures or references. The information will be used by Campbell Tickell Ltd to process your application and to deliver the products and services we offer. We may check the information collected with third parties or with other information held by us. We may retain and process anonymised data for the compilation of reports for our clients and other interested parties. We may share information where legally required. We will retain your CV and personal information for further work opportunities and add your details to our mailing list, so you are alerted to new opportunities as they arise. However, if you do not wish for us to retain this data for these purposes please send an email to [recruitment@campbelltickell.com](mailto:recruitment@campbelltickell.com) with a clear instruction to delete your details from our records. |

DECLARATION FORM - GENERAL RECRUITMENT

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| Position applied for: |  |
| Organisation: |  |

SECTION A

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| **CONTACT DETAILS** | | | | | | | | | | | | | |
| Title | | | |  | | | | | | | | | |
| First Name | | | |  | | | | | | | | | |
| Surname | | | |  | | | | | | | | | |
| Address | | | |  | | | | | | | | | |
| Postcode: | | | |  | | | | | | | | | |
| Mobile number: | | | |  | | | | | Discretion required? | | |  | |
| Home number: | | | |  | | | | | Discretion required? | | |  | |
| Work number: | | | |  | | | | | Discretion required? | | |  | |
| Email address to be used for primary communication: | | | | | | | | |  | | | | |
| **ADDITIONAL INFORMATION** | | | | | | | | | | | | | |
| Most recent basic salary: | | | | £ | | | | |  | | | £ | |
| Value of other benefits ie; car allowance, pension etc  Please state which type of benefit and the estimated value | | | | | | | | |  | | | £ | |
|  | | | £ | |
|  | | | £ | |
| Notice period: | | | | |  | | | | | | | | |
| **RECRUITMENT AND SELECTION PROCESS** | | | | | | | | | | | | | |
| Can you attend the specified interview dates? | |  | | | | If you selected No, please specify your availability: | | | | | | |  |
| Are you willing to consider relocating for this role if necessary? | | | | | | | | | | | | |  |
| Did you receive any direct communication from Campbell Tickell informing you about this role – *i.e. via CT Bulletin, email, LinkedIn message, phonecall, Twitter etc.?* | | | | | | | | | | | | |  |
| Which media did you hear about this job from, if any (choose multiple if relevant)? | | | | | | | | | | | | | |
| Accounting Age  CT Bulletin  Diversity Jobsite  Estates Gazette  Exec-Appointments | | The Guardian  Inside Housing  LinkedIn Listing  Municipal Journal | | | | | | Nonexecutivedirectors  People Management  Property Week  Sunday Times | | | Third Sector  WISH  Women on Board  Other | | |
| If you selected other, please specify: | | | | | | | |  | | | | | |
| **REHABILITATION OF OFFENDERS ACT 1974** | | | | | | | | | | | | | |
| Campbell Tickell is committed to recruiting professionals from all areas of the community including offenders and ex-offenders.  The Rehabilitation of Offenders Act 1974 requires us to ask if you have any ‘unspent’ convictions. The information you provide will be treated in the strictest confidence and only be taken into account where, in the reasonable opinion of Campbell Tickell, the offence is relevant to the post for which you are applying. All disclosures will not be revealed to others except the client organisation, if appropriate. If you inadvertently disclose a conviction regarded as ‘spent’ it will be ignored.  Under the Exception Order 1995, certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in cases for example where the employment sought involves working with children or vulnerable adults, details of all criminal convictions - both spent and unspent - must be disclosed to us.  If you are unsure of whether your conviction(s) should be disclosed please check http://www.nacro.org.uk/what-we-do/resettlement-advice-service/advice/disclosing-criminal-records/rehabilitation-of-offenders-act-1974,1646,NAP.html#4.  **Failure to declare a conviction may result in your exclusion from our register and/or termination of any assignment if the offence is not declared but later comes to light.**  A spent conviction will still show on your criminal record, but we will not take it into account when considering your application unless the post is considered exempt under the Act. All posts that require DBS disclosure will be exempt under the Act and will require you to disclose spent and unspent convictions. | | | | | | | | | | | | | |
| **Do you have any unspent criminal convictions or spent convictions covered by the Exception Order 1995?**  If yes, please provide details on a separate sheet marked ‘CONFIDENTIAL’ and submit it with this form. | | | | | | | | | | | | |  |
| **ASYLUM & IMMIGRATION ACT 1996** | | | | | | | | | | | | | |
| We have a legal responsibility to verify your immigration status/ eligibility to work in the UK under the terms of the Asylum & Immigration Act 1996. Proof will need to be provided. | | | | | | | | | | | | | |
| **I can confirm that I am entitled to work in the UK:** | | | | | | | | | | |  | | |
| Proof of eligibility: |  | | | | | | If you selected *Other*, please specify: | | | |  | | |
| **REFERENCES** | | | | | | | | | | | | | |
| Please provide full contact details of two referees you have worked for or with, in the last two years. One of the referees should be your current or most recent employer. References will not be taken until you have been offered a job. Once received, your references will be shared with the prospective employer. Should the prospective employer wish to see your references prior to making an offer, you will be contacted if you have requested we obtain prior consent. | | | | | | | | | | | | | |
|  | | | **Referee 1**  **(Current/most recent employer)** | | | | | | | **Referee 2**  **(Most recent previous employer)** | | | |
| **Full name:** | | |  | | | | | | |  | | | |
| **Position:** | | |  | | | | | | |  | | | |
| **Organisation:** | | |  | | | | | | |  | | | |
| **Relationship to you:** | | |  | | | | | | |  | | | |
| **Address:**  **City**  **Post code** | | |  | | | | | | |  | | | |
| **Work number:** | | |  | | | | | | |  | | | |
| **Mobile number:** | | |  | | | | | | |  | | | |
| **Email address:** | | |  | | | | | | |  | | | |
| *Please let us know if you would like us to gain prior consent before contacting your referees by ticking the relevant box below.* | | | | | | | | | | | | | |
| **Prior consent required?** | | | | | | | | | |  | | | |

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| **DECLARATION** |

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| Are you known to or closely related to anyone connected with or employed by the employer? If so, please give details: |  |
| Are you or anyone closely related to you involved in a company which the company does business with? If so, please give details: |  |
| Are you a tenant of the employer? |  |
| Is there anything in your history that you should reasonably draw to a prospective employer’s attention, which, if it came to light subsequently, and the employer was unaware of the matter, could bring the employer into disrepute?  ***If yes, please provide details on a separate sheet marked ‘CONFIDENTIAL’, and submit it with this form. If you are in doubt, please talk to the Campbell Tickell Recruitment Consultant assigned to this recruitment process.*** |  |

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| * I hereby confirm that the information given is true and correct and to my personal data and CV being forwarded to clients. * I consent to references and relevant convictions being passed onto potential employers. * I understand that any offer of employment is conditional upon the accuracy of this information and any false or misleading information, as well as withholding relevant information, may lead to my application being disqualified, the withdrawal of a job offer or, if I have been appointed, to my dismissal. * I understand that social media vetting may take place. | |
| **Signed (please print your name)** | **Date** |

SECTION B

*The information provided in this section is* ***not*** *mandatory and is* ***not*** *used to select applicants for posts. All applicants are judged only on their ability to undertake the post for which they are applying. The information, should you wish to provide it, will solely be used for monitoring purposes by Campbell Tickell. We take our commitment to equality and diversity seriously and regularly analyse the background of our applicants, with view to improving our reach through more targeted recruitment and search. The information that you provide will be kept secure and separate from your application and will not be shared with those shortlisting your application or carrying out interviews.*

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| **PERSONAL INFORMATION** | | | |
| **Gender** |  | **Age** |  |
| **Marital status** |  | | |
| **Ethnic origin** |  | If ‘Other’ selected, please specify: | |
| **Religion and Belief** |  | If ‘Other’ selected, please specify: | |
| **Sexual orientation** |  | If ‘Other’ selected, please specify: | |
| **DISABILITY** | | | |
| Please state if you have a physical or mental impairment, that has a substantial (that is, more than minor or trivial) and long-term adverse effect, on the ability to carry out normal day-to-day activities. | |  | |
| Please inform us of any reasonable adjustments you require to assist you at interview: | |  | |