GLS RECRUITMENT

Pre-Employment Candidate Questionnaire and Authorisation Form

To register as a GLS temp you must first undergo standard pre-screening and reference checks. To enable us to undertake this please complete this questionnaire and authorisation sheet taking note of the required documents. Once completed please return in person to GLS, Bond Street Chambers, no1 Bond Street, St Helier, Jersey along with the required documents so we can process your application.

Forms attached to this Questionnaire for completion:

- Pre-Screening Authorisation Form
- Gap Reference Details Form (if required)

Personal documents you should bring with you to your appointment with GLS:

- Up-to-Date CV

One proof of identity document from the list below:

- Valid passport (any nationality)
- Jersey Driving Licence
- Any other Government issued Photographic ID
- Original Birth Certificate (if supported by another form of photographic ID such as a valid Company ID Card)

Two proof of address documents from the list below (original & dated within the last 3 months):

- Bank or building society statement
- Utility bill (not a mobile phone bill) in your name
- Original Parish Rates bill in your name
- Mortgage statement
- Original correspondence from Income Tax, Housing Department or Social Security

And the following:

- Licence to Work or original Registration Card issued by Social Security
- Marriage Certificate (if appropriate)
- Professional Qualification Certificates

Previous address details (if at current address for less than 5 years)	
Address:	Address:
Post Code:	Post Code:
From and to (mm/yy):	From and to (mm/yy):

If space for further addresses is required, please add to the 'other' details section at the bottom of this form.

Please can you complete the details of two Personal References:

Personal References:

Name:	Name:
Address:	Address:
Post code:	Post code:
Telephone Number:	Telephone Number:
Email address:	Email address:
How known to you and for how long:	How known to you and for how long:

Please provide Professional References and career details for all positions held in the last ten years (if not already included on your CV provided) – if space for further details is required, please add to 'other' details box at the bottom of this form.

Professional References

Contact Name:	Contact Name:
Company Name:	Company Name:
Address:	Address:
Post code:	Post code:
Telephone Number:	Telephone Number:
Email address:	Email address:

Contact Name:	Contact Name:
Company Name:	Company Name:
Address:	Address:
Post code:	Post code:
Telephone Number:	Telephone Number:
Email address:	Email address:

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Other Information

Do you any unspent Criminal Convictions as defined under the Rehabilitation of Offenders (Jersey) Law 2001? (If so, please provide details below)

Have you ever been summarily dismissed from employment? (e.g. for Gross misconduct)

Have you ever been declared bankrupt/En Desastre by the Royal Court of Jersey or in any other jurisdiction?

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Other details (if required):

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Pre-Screening Employment Authorisation Form

Full name:	
Address:	
Social Security Number:	
Date of Birth:	

To Whom It May Concern:

By signing this consent form, it is understood that you provide full consent to the processing of your personal data for the below mentioned purposes, this includes, but is not limited to, the processing of sensitive personal data.

01. I declare that all the information I have provided is true and correct to the best of my knowledge and I have disclosed all relevant information that could affect my validity for the position applied for. I understand that if I have made untrue statements or have provided misleading information, then this may be passed onto the commissioning client, which could subsequently lead to an offer of employment being withdrawn, or if employment has started, the termination of such employment.
02. I hereby give consent to Green Lizard Solutions Ltd. t/a GLS Recruitment to carry out necessary enquiries and searches to verify the information I have submitted, in connection to, but not limited to, my previous and present employment, education, qualifications, financial, credit, bankruptcy and PEPS background checks and any further background checks where required by my new employer.
03. I have been advised and understand that this personal data is required exclusively for use in my pre-employment screening requested by my potential new employer. I understand that GLS Recruitment will endeavour to carry out all enquiries in a proper and sensitive way.
04. I am aware of my rights to privacy and disclosure under the Data Protection (Jersey) Law 2005.
05. I have no objections to any of my past employers, tutors or other relevant person(s) or organizations being advised that I am seeking security clearance.
06. I hereby give my permission to any former employers, tutors or other contact persons and organizations to disclose to GLS Recruitment any of my personal data insofar as it concerns my previous employment and education history.
07. I understand that GLS Recruitment will, on the request of the commissioning client, carry out a basic criminal check (disclosure) I give consent to Disclosure Scotland to mail my disclosure certificate directly to Experian Background Checking and consent to Experian Background Checking opening and handling my disclosure certificate. I authorize Experian Background Checking to provide details of my disclosure report and any other information regarding checks which may have been undertaken to GLS Recruitment and to hold a copy of my disclosure until 6 weeks after completion of my background check.
08. I acknowledge that GLS Recruitment will be obtaining verification of the information supplied by me from various third parties and I shall in no way hold GLS Recruitment responsible for any information supplied by any such third party, whether accurate or otherwise, or the use of such information. I acknowledge that GLS Recruitment shall collate and pass on such information to the commissioning client.

Signature:	Date: