

# PMA Registration Form

On behalf of our clients, a condition of registering with Paul Mitchell Associates is the requirement to obtain evidence that essential due diligence has been carried out to identify all prospective candidates.

**\*Required Information & Documentation Checklist** (please complete in **BLOCK CAPITALS**)

## \*Identification

Title:  Mr  Mrs  Ms  Miss

Surname .....

Forename .....

Middle Name(s) .....

Date of Birth \_\_ / \_\_ / \_\_\_\_

Tel / Mob ..... / .....

Email .....

\*Proof (please supply **one** of the following)

Passport

Birth Certificate

National Identification Card (EU)

## \*Home Address

Address Line 1 .....

Address Line 2 .....

Address Line 3 .....

Town / City .....

County .....

Postcode .....

\*Proof (please supply **one** of the following)

Driving Licence

Utility / Council Tax Bill  
(max. 3 months from date submitted)

Bank Statement

## \*National Insurance Number

National Insurance Number \_\_ - - - - -  
(i.e. AB 12 34 56 C)

\*Proof (please supply **one** of the following)

National Insurance Card

Payslip / P60 / P45

Authorised Letter from HMRC

(continue)

**\*Eligibility to Work in the UK**

Are You A UK Citizen?  Yes  No

If No, VISA Type? .....  
(please state any restrictions)

VISA Expiry? \_\_ / \_\_ / \_\_\_\_

Right to Work Share Code? .....

**\*Proof** (if you are not a UK Citizen, please supply **one** of the following)

VISA / Work Permit

Certificate of Registration as a British Citizen

Authorised Letter from HMRC

**Professional Qualifications**

List .....

.....

**Proof** (please supply evidence)

Certificate(s)

Membership Number(s)

**\*Criminal Convictions**

The Rehabilitation of Offenders Act 1974 states that you are not obliged to describe / disclose details of convictions which are considered to be 'spent' under the terms of the Act. You are only required to disclose details regarding 'unspent' convictions. Additionally, you are not required to disclose details regarding 'protected' offences (offences to which filtering rules apply). Do not declare Fixed Penalty driving offences. For more guidance on 'spent', 'unspent' or 'protected' convictions, please visit [www.gov.uk](http://www.gov.uk) If you apply for any role which is exempt from the Rehabilitation of Offenders Act 1974 – meaning you will be required to disclose any 'spent' convictions – we will ask you to complete a separate disclosure form. You will not be required to complete this separate disclosure form if you do not wish to be considered for these types of employment. We may be legally required to inform our client – and your assignment may be terminated – if you fail to disclose a criminal conviction whilst working on assignment with PMA.

**\*Declaration**

**Have you been convicted of any criminal offence(s) which is / are not yet 'spent' under the Rehabilitation of Offenders Act 1974, OR are you facing any criminal prosecution?**

Yes  No

If Yes, please specify below, OR **Tick Here**  and attach further details on a separate document, enclosed in an envelope marked 'confidential'.

Date of Offence(s)? \_\_ / \_\_ / \_\_\_\_

Nature of Offence(s)? .....

Date of Conviction(s)? \_\_ / \_\_ / \_\_\_\_

Sentence / Court Order(s)? .....

Prosecution Details? .....

.....

.....

For GDPR & Privacy Policy details, please visit [www.paulmitchellassoc.co.uk/gdpr-privacy-policy/](http://www.paulmitchellassoc.co.uk/gdpr-privacy-policy/)

I – the undersigned – hereby certify that the information provided above & documentation supplied is correct:

\*Candidate Signature ..... **OR**

\*Print Name .....

\*Date \_\_ / \_\_ / \_\_\_\_





# Job Search Criteria

Please enclose an up-to-date copy of your CV with this form. **File Type (doc, docs, pdf)**

## Your Present Situation (please complete in **BLOCK CAPITALS**)

Current / Previous Position? ..... Reason(s) for Leaving? .....

Current / Previous Salary? £.....

## Your Preferences (please complete in **BLOCK CAPITALS**)

Preferred Sector(s)?  
 Public  Private  Charities  Practice

Preferred Location(s)? .....

Preferred Appointment Type(s)?  
 Permanent  Temporary  FTC  Any

Max. Commute? \_ hr(s) \_ mins / \_ \_ \_ miles

Preferred Hours?  
 Full-Time  Part-Time  Any

Do You Drive?  
 Yes  No

Position(s) Sought? .....

Licence Status?  
 Full  Provisional  Suspended

Salary / Rate Sought? £.....

How Do You Commute?  
 Car  Public Transport  Bicycle  Walk

## Your Availability (please complete in **BLOCK CAPITALS**)

Notice Period?  
 Immediate \_ \_ Week(s)  Flexible

Please Specify Dates You Are Unavailable?

Available From? \_ \_ / \_ \_ / \_ \_ \_ \_  
(if applicable)

.....  
.....

## Further Information (please complete in **BLOCK CAPITALS**)

What are your long-term career aspirations?

Are you awaiting the outcome of any other applications / interviews / job offers?

Please list any individuals / organisations you would prefer we did not contact on your behalf?

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# GDPR & Privacy Policy

Paul Mitchell Associates and its employees ("PMA", "we" or "us") take the privacy of our clients and candidates ("you" or "your") very seriously. PMA acknowledges and agrees to process all data in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (effective 25<sup>th</sup> May 2018).

## Personal & Sensitive Data

- By signing this form, you hereby grant Paul Mitchell Associates consent to process, store & transfer the following information in order to provide you with recruitment services:
  - Your Name
  - Your Address
  - Your Email Address
  - Your Company Telephone Number(s)
  - Date Of Birth
  - Curriculum Vitae & Employment History
  - \*\*Identification Documentation (including – but not limited to – Passport, VISA, Proof Of Address, Proof Of National Insurance, Driving Licence)**
  - \*\*Registration Documentation (including – but not limited to – Referees, Proof of Qualifications, Health / Emergency Contact Information)**
  - \*\*Financial Information (including – but not limited to – Bank Details, Payroll Data, HMRC Data)**
  - \*\*Criminal Record Checks / Security Clearance for Specific Roles**
  - Log Of Our Communications With You (email, telephone, letter, face-to-face)
  - Record Of CV Submissions, Interviews, Job Offers & Placements
  - Job Preferences / Requirements (including – but not limited to – salary, position, location)
  - Photograph
  - \*\*Sensitive Personal Data**
- You consent to PMA communicating with you via email, letter, sms & telephone in order to provide you with recruitment services.
- You consent to PMA sending marketing communications to you via email, letter & sms.
- You also consent to PMA processing your personal data with third parties – incl. the REC – for the purposes of internal audits and investigations to ensure PMA is compliant with all relevant laws and obligations.
- None of the conditions outlined above affect your right to be "Forgotten". You have the right to withdraw your consent at any time by informing PMA in writing of your wish to do so.
- For GDPR & Privacy Policy details, please visit [www.paulmitchellassoc.co.uk/gdpr-privacy-policy/](http://www.paulmitchellassoc.co.uk/gdpr-privacy-policy/)

## Consent

I – the undersigned – hereby grant Paul Mitchell Associates consent to provide recruitment services on my behalf in line with the above:

\*Candidate Signature ..... **OR** ..... \*Print Name .....

\*Date \_\_ / \_\_ / \_\_\_\_

