

Personal Details

Full name: Please include middle name & underline preferred name			Mr Mrs Ms Miss Mx
			Other:
Previous names:		Date of birth: DD/MM/YY	
		Nationality:	
		Place of birth:	
Home address:			
	Post code:		
Email address:			
Mobile telephone No:		Home telephone No:	
Do you require an Isle of Man Work Permit?	Yes No	Please provide details of any Visa restrictions:	
Do you have a valid driving licence?	Yes No	Working location:	Central Douglas <input type="checkbox"/> Douglas Area <input type="checkbox"/> South <input type="checkbox"/> North <input type="checkbox"/>
In order to deliver our services effectively, Paragon HR & Recruitment will contact you solely for the purpose of providing recruitment and employment services by Email, Phone, and SMS message. Please confirm your acceptance.			Yes No

Employment & Skills

Type of work you are seeking:	Permanent Temporary/Contract	Working hours:	Full time Part Time	Please specify hours:
Current/previous employer:			Job title:	
Current salary:		Minimum salary required:		Notice period:
Please detail any current benefits including pension, holiday entitlement & last bonus:				
Reason for leaving/looking to leave:		Are you subject to any post employment restrictions? Please detail:		
Please give details of any gaps in employment: (Include specific dates)				
Please provide details of any languages used other than English:		Please provide details of any software packages used and detail proficiencies: i.e. Microsoft Word/Excel etc.		

Selection Criteria

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:

Please provide details of any companies you may specifically like to work for:

Please provide information on any companies you would like to avoid:

How did you hear about Paragon?

Paragon website Job Centre Recommended Facebook Instagram Previous Candidate

Other (please detail):

Why did you register today?

Equal Opportunities

Paragon HR & Recruitment is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of gender, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a trade union and we place an obligation upon all staff to respect and act in accordance with the policy. Paragon HR & Recruitment shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Paragon HR & Recruitment will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

Health

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job or position sought.

Do you have any health issues or require additional adjustments relevant to your job search which may make it difficult for you to carry out functions which are essential for the role?

Yes No

Please detail your requirements in terms of reasonable adjustments in order to access this recruitment service and to attend interview, or to take aptitude tests etc.?

Please provide details:

Please provide details:

Declarations

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, disciplinary record or unspent criminal conviction does not necessarily discount applications for positions, failure to disclose all relevant facts can result in withdrawal of offers, and may require us to exclude you from our register if information is not declared but later comes to light. If you are working in an assignment with a client at the time in which we are made aware of information undeclared, we may be legally required to inform our client of the information and your assignment may be terminated. We advise full disclosure and accuracy in the information you provide below. If your circumstances change after you have registered, you are required to disclose this information to us.

Are you currently undergoing any procedures for dismissal/grievance or have you done in the past?

Yes No

Please provide details:

Have you ever been subject to a petty debt, IVAs, bankruptcy or court debt judgement?

Yes No

Please provide details:

We are asking you to complete this information in relation to job roles which are not exempt from the Rehabilitation of Offenders Act 2001. For this reason you are only required to disclose information about unspent convictions. You are not required to disclose spent convictions on this form. The information given will be treated in the strictest confidence and disclosed to our clients if deemed necessary for the role you have applied for or the purposes of pre employment screening.

Do you have any unspent criminal convictions?	Yes No	Please provide details:
Do you provide your consent that Paragon HR & Recruitment may disclose this information to any potential employer where requested?	Yes No	Please sign to confirm:

Data Protection Statement

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 HR & Recruitment may disclose personal information you have provided including:

Personal Details:	Current Employment Details:
Name, date of birth, nationality, work permit status, phone number, email address	Employer, job title, salary, benefits package, notice period
Employment Requirements:	Your CV:
Employment type, salary, working hours	Reformatted to be displayed in our standard Paragon layout

Please confirm your acceptance:	Yes No
Paragon HR & 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 provides work-finding services to its clients and work-seekers. We must process personal data (including sensitive personal data) so that we can provide these services – in doing so, we act as a data controller. This is why we have asked for your personal data on this form. When we process your personal data we must do so in accordance with data protection laws. Those laws require us to give you a Privacy Statement to explain how we manage your personal data this can be found at <http://paragon.co.im/privacy-policy> and copies are available on request.

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 HR & Recruitment may be accessed or removed in accordance with the General Data Protection Regulation. To practice these rights 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.

Signature:		
Print name:		Date: