**CANDIDATE REGISTRATION**

Thank you for deciding to register with us as a work experience candidate. In order for us to offer you the necessary support and advice please complete this registration document. You can choose not to answer any question. If you are unsure about any part of this document please ask for advice or assistance.

**DATA PROTECTION**

At no time will we provide any of your details to a third party without your permission.

You have the right to see any information about you that we hold in a retrieval system such as a computer data base or paper index system.

You have the right to challenge us about any information relating to you we hold in a retrieval system and have this changed,

You have the right for your details to be removed from a retrieval system.

We may compile statistical data from time to time but this will never include references to a particular individual.

In order to keep you up to date with information and events we may include you in our mailing list or email list.

We will never sell or give our mailing lists to a third party.

**WHAT WILL WE DO WITH THE INFORMATION THAT YOU GIVE US?**

We will hold your information confidentially. Using the information we will try to match you with work experience opportunities that appear to suit your preferences and availability. If we are unable to match you with a suitable opportunity initially, we will continue to search until we find a work experience opportunity that is compatible with your needs. We will not send your name and contact details to an organisation seeking candidates unless you have agreed with us that we may do so. We will never send anyone else your personal details.

**CRIMINAL RECORD CERTIFICATES**

Some organisations require that a criminal record check be carried out on anyone who wishes to gain work experience with them. This is often the case if the work experience placement involves working with children or vulnerable persons.

You will need to give your consent for a criminal record check to be carried out.

This check can be carried out after an organisation has offered you a work experience placement.

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| I HAVE READ AND UNDERSTOOD THE ABOVE DETAILS.  Signature: Date: |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| For office use  Status: Placed Booked appt for interview Not Placed |