

# Executive Interim Registration Form

# Færfield

SEARCH  
DEVELOPMENT  
INTERIM

Færfield asks for certain information from all candidates for whom we intend to provide executive interim placement services. Please complete this form. All boxes are mandatory. Please note that Færfield Ltd operates as an employment business for interim opportunities and an employment agency for permanent roles.

## Section A Personal Data

Title:	Full Name:
Address:	
Tel No. 1:	Tel No. 2:
Email:	
Emergency contact:	
Name:	
Relationship:	
Telephone Number:	

### Head office:

Færfield,  
Colmore Gate,  
2-6 Colmore Row,  
Birmingham  
B3 2QD

T 0203 667 1235  
M 07425 815934  
E [jwheatley@faerfield.co.uk](mailto:jwheatley@faerfield.co.uk)  
W [faerfield.co.uk](http://faerfield.co.uk)

## Section B Limited Company Details

We require copies of company registration, VAT registration and professional indemnity insurance prior to the commencement of any assignment.

Co. Name:	
Co. No.:	VAT No.:
Registered Address:	

## Section C Right to Work in the UK

We will require a copy of your passport and/or Right to Work documentation which will need to be certified by a Færfield employee.

Do you require a Visa or Work Permit to work in the UK?		
NI No.:	Nationality:	DOB:
Passport No:	Date of Issue:	
Date of Expiry:		

Leeds • Birmingham • London

# Executive Interim Registration Form (cont.)

## Section D Assignment Requirements

Type of assignment:	Interim:	Fixed Term Contract:	Permanent:
Desired Day Rate £:	Minimum Day Rate £:		
Are you willing to travel?	Desired Salary £:		
Max. commute time (hh:mm):	Preferred geographic locations:		
Max. commute distance (miles):			

### Head office:

Færfield,  
Colmore Gate,  
2-6 Colmore Row,  
Birmingham  
B3 2QD

T 0203 667 1235  
M 07425 815934  
E [jwheatley@faerfield.co.uk](mailto:jwheatley@faerfield.co.uk)  
W [faerfield.co.uk](http://faerfield.co.uk)

## Section E Health and Disability

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

Do you have any health issues or a relevant disability which may make it difficult for you to carry out functions which are essential to the role you seek?
If yes, please specify:
If you do have a disability, what are your needs in terms of reasonable adjustments in order to access our services, attend interviews, take psychometric tests, etc.?

## Section F General Data Protection Regulation - Consent

All organisations that process personal data are required to comply with data protection legislation which includes the Data Protection Act 2018 (or its successor) and the EU General Data Protection Regulation (together the "Data Protection Laws"). The Data Protection Laws give individuals certain rights over their personal data whilst imposing certain obligations on the organisations that process that data. Færfield collects and processes both personal data and sensitive personal data in accordance with its Data Protection Policy which can be found on our website [here](#).

By ticking this box and signing this form you hereby give your consent to Færfield processing your personal data (including but not limited to name, date of birth, contact details, CV, passport details/copies, NI number, experience, qualifications and training (including copy certificates)); your sensitive personal data (including but not limited to details of any health issues or disabilities (relevant to providing work-finding services) and any criminal convictions); and any references obtained and/or passed on to our clients. This data will be held and processed to provide you with work-finding services, may be transferred (where appropriate for this purpose) to clients and or psychometric test providers, may be processed on our computerised database (Bullhorn by Invenias), and may be processed with third parties for the purposes of internal audits and investigations carried out on Færfield to ensure its compliance with all relevant laws and obligations.

I confirm I have noted the provisions of the Færfield Data Protection policy, including my rights with regard to withdrawal of this consent, and hereby give my consent in accordance with GDPR.

Dated:

By ticking this box and submitting this form I confirm that my responses are correct to the best of my knowledge and that I will be bound by the content as if I had affixed my signature.

Or save and email to:

[jwheatley@faerfield.co.uk](mailto:jwheatley@faerfield.co.uk)

Leeds • Birmingham • London