

Candidate Declaration Form

In order to represent Accountancy Action on a temporary/interim assignment you are required to sign this form.

Please read the below statements carefully, paying special attention to the section on “Criminal Convictions” and sign where appropriate.

CONDUCT

The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business but if they do so, during every Assignment and afterwards where appropriate, they will:-

- a) co-operate with the Clients reasonable instructions and accept the direction , supervision and control of any responsible person in the Client’s organisation.
- b) observe any relevant rules and regulations of the Client’s establishment (including normal hours of work) to which attention has been drawn or which the Temporary Worker might reasonably be expected to ascertain.
- c) take all reasonable steps to safeguard his own health and safety and that of any other person who may be present or be affected by his actions on the Assignment and comply with the Health and Safety policies and procedures of the Client.
- d) not engage in any conduct detrimental to the interests of the Client.
- e) not at any time divulge to any person , not use for his own or any other person’s benefit , any confidential information relating to the Client’s or the Employment Business’ employees , business affairs , transactions or finances.
- f) not use the telephone , fax or computer systems belonging to the Client for personal gain or benefit.
- g) not to use social media in anyway that would be deemed detrimental to the Client or the Employment Business.

If the Temporary Worker is unable for any reason to attend work during the course of an assignment he should inform the Client or the Employment Business within one hour of the commencement of the Assignment or shift.

CRIMINAL CONVICTIONS

Do you have any unspent criminal convictions?

Yes / No (**delete as applicable**)

If yes, please list your criminal convictions and their dates overleaf. The information you give will be treated in confidence and only taken into account where, in the reasonable opinion of Accountancy Action Ltd, the offence is relevant to the post for which you are applying. Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light

Name _____

Signature _____

Date _____