



## Candidate Information Form

### Personal

<b>Salutation</b>	To address you correctly
<b>First Name</b>	
<b>Last Name</b>	
<b>Middle Names</b>	
<b>Currency of Bank Account</b>	To help our Shield Account Managers understand if there are currency conversion issues with Payroll
<b>Nationality</b>	We need to check people have the proper working rights for the country where they are working. The first step is to check if they are a local national.
<b>Name from Passport</b>	In case your name is different from your official name and we can record this correctly in our paperwork
<b>Date of Birth</b>	To know your age as this can impact local requirements when setting you up in the Payroll
<b>Gender</b>	Shield need to know gender (female / male / other) because it can impact your statutory entitlements such as parental leave.
<b>Marital Status</b>	To understand how this will impact your tax and payroll
<b>Spouse and Dependents</b>	To understand how this will impact your tax and payroll
<b>E-Mail (Work and Personal)</b>	To contact you pre or post-employment
<b>Mobile Phone (Work and Personal)</b>	To contact you pre or post-employment



**Work Location (City and Country where you will be working)**

<b>Home Address</b>	Street
<b>(Employee home address in home country. If same as Work Location, leave blank).</b>	City
	State
	Post Code
	State Code
	Country
<b>Current Location</b>	Shield need to know your address in case we need to contact you. This might be concerning your employment or as part of our duty of care for example if there is a natural disaster that affects the location you are currently based in.
<b>(If you are not currently in your work location or home address, please tell us where you are).</b>	

**Next of Kin Contact**

In case of an emergency situation that involves you, we will need to contact your next of Kin to inform them of the situation

<b>Name</b>	
<b>Relationship</b>	
<b>Contact Number</b>	
<b>Email address</b>	