

Application For Registration (Strictly Confidential)

Please bring along completed application registration form to your interview appointment

Address: Basepoint, Metcalf Way, Crawley, West Sussex, RH11 7XX - Telephone Number: 01293 817122

Please complete this form as fully as you can

Types of Positions Sort:	How did you hear about us:
Date:	

Personal Details

Surname:	Forename(s):
Title:	
Address: _____ _____ _____ _____	
Home Number:	Mobile Number(s):
Work Number:	Fax Number:
Email address:	National Insurance Number:
Nationality:	Place of Birth:
Work Location Preferred:	
Dates available from:	
Are you looking for Permanent Employment?	Yes / No
Temporary work?	Yes / No
Do you hold a full current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you own a car? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any driving convictions? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, please give details:
Do you have any driving endorsements? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have any unspent convictions? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please give details:
Do you require a work permit to take up employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Work permit expiry date:	
If yes, please give details:	

Health

How many days absence from work have you had due to sickness in the past 12 months? _____
Do you suffer from any serious illnesses/disability of which we should be aware? If so, please provide details:

Academic Record

Dates From - To	Name/Address of School and College	Examination Passed GCSE's / 'A' Levels	Subjects and Grades

Further Education

Dates From - To	Name & Address of College or University	Qualifications e.g. Degree / HND	Class / Grade Obtained	Subjects Studied

Other Courses attended (e.g. training received at work)

Professional Qualifications (give grade of membership) and/or membership of professional/trade organisations:

Employment History Please complete the following sections, with your present or most recent employment first

Dates From –To	Name & Full Address of Employer	Nature of Business	Position Held	Description of Duties	Annual Salary	Reason for leaving
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Skills and Abilities

Explain why you feel you are suitable for this type of work by providing some examples of relevant work / tasks or projects undertaken that support your application.

<p>Experience (please tick where relevant)</p> <p>Copy Typing Speed _____ wpm</p> <p>Shorthand Speed _____ wpm</p> <p>Audio Typing Speed _____ wpm</p> <p>Data Entry Yes / No (circle)</p> <p>Alpha _____ Speed _____</p> <p>Numeric _____ Speed _____</p> <p>Secretarial / PA <input type="checkbox"/> HR/ Training <input type="checkbox"/></p> <p>Administration <input type="checkbox"/> Call Centre <input type="checkbox"/></p> <p>Reception <input type="checkbox"/> Customer Service <input type="checkbox"/></p> <p>Accountant <input type="checkbox"/> Telesales / Sales <input type="checkbox"/></p> <p>Book Keeper <input type="checkbox"/> Insurance <input type="checkbox"/></p> <p>Wages / PAYE <input type="checkbox"/> Banking <input type="checkbox"/></p> <p>Credit Control <input type="checkbox"/> Import / Export <input type="checkbox"/></p> <p>Sales Ledger <input type="checkbox"/> Medical <input type="checkbox"/></p> <p>Bought Ledger <input type="checkbox"/> Travel <input type="checkbox"/></p> <p>Auditor <input type="checkbox"/> Legal <input type="checkbox"/></p> <p>Finance Director <input type="checkbox"/> Finance <input type="checkbox"/></p>		<p>Computer Skills (please specify)</p> <p>Microsoft packages _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Accounting packages _____</p> <p>_____</p> <p>Email Systems _____</p> <p>_____</p> <p>Switchboards: _____</p> <p>_____</p> <p>Internet: _____</p> <p>_____</p> <p>_____</p> <p>Other: _____</p> <p>_____</p> <p>_____</p>
Foreign Languages	Degree of Fluency	Please list any other skills and /or experience

Temporary Work Related

<p>What are your main reasons for seeking temp work?</p>
<p>What type of temp work would you prefer?</p>

References (We will not approach your employer without your permission)

Please give names, addresses and contact details of your current/most recent employers

<p>Name _____</p> <p>Position of person _____</p> <p>Name of Employer & Address _____</p> <p>_____</p> <p>_____</p> <p>Capacity known to you _____</p> <p>Telephone Number _____</p> <p>Email Address _____</p>	<p>Name _____</p> <p>Position of person _____</p> <p>Name of Employer & Address _____</p> <p>_____</p> <p>_____</p> <p>Capacity known to you _____</p> <p>Telephone Number _____</p> <p>Email Address _____</p>
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Declaration

I confirm that the information given in this form is true and complete and any false information given may disqualify me from employment and render me liable to be instantly dismissed if already in employment

Signature: _____ **Date:** _____

about you recruitment staff only

Name:
Staff Number:
Skill Categories:
P45 Received: _____ P45 Requested: _____
Proof of ID received? (Passport, NI card, Visa, Birth Cert)
References applied for? Yes / No
Terms / Contract Given? Yes / No

Skills Assessments Taken	
Typing Speed:	Result _____
Audio Speed:	Result _____
Shorthand Speed:	Result _____
Other Skills Assessments Taken:	Result _____
Special Instructions / Information	
Date applicant details entered on database	

References (Business and / or Personal)				
Name of Company (if applicable) Name of Referee	Date of verbal reference	Date of written ref. requested	Date written Ref. received	Comments
Consultants Comments				