

APPLICATION FORM**CONSULTANT:** _____**PERSONAL DETAILS****TODAYS DATE:** _____**REMINDER FOR CANDIDATES ATTENDING INTERVIEW:-**

Please remember to take ID to your interview e.g. Passport / NI card etc thus confirming your eligibility to work in the UK. Would also be advisable to take any proof of your educational level attained e.g. degree / exam certificates

TITLE: _____	GRADUATE: YES/NO _____
FIRST NAME: _____	COLLEGE LEAVER: YES/NO _____
SURNAME: _____	CAR DRIVER: YES/NO _____
ADDRESS: _____	CAR OWNER: YES/NO _____
CITY: _____	NEAREST STATION: _____
COUNTY: _____	MARITAL STATUS: _____
POSTCODE: _____	DEPENDANTS: _____
COUNTRY: _____	E-MAIL ADDRESS: _____
BIRTH DATE: _____	TELEPHONE: (home) _____
NATIONALITY: _____	(work) _____
MOTHER TONGUE: _____	(mobile) _____
	HAVE YOU READ OUR TERMS OF BUSINESS YES/NO _____

EMPLOYMENT INFORMATION

Current Details	Required Employment
SALARY: _____	SALARY: _____
BENEFITS: _____	LOCATION: _____
JOB TERM: TEMP/PERM _____	WILL RELOCATE: YES/NO _____
NOTICE PERIOD: _____	CONSIDER WORK ABROAD: YES/NO _____
EVENING COURSES/ _____	WHERE: _____
COMMITMENTS _____	JOB TERM: TEMP/PERM? _____
DO YOU HAVE A CRIMINAL RECORD? YES/NO _____	

SKILLS

SOFTWARE _____	LANGUAGES	LEVEL
_____	_____	_____
_____	_____	_____
TYPING SPEED: _____	_____	_____
AUDIO: YES/NO _____	_____	_____
SHORTHAND: (Eng) _____	SWITCHBOARD: _____	
(Other Langs - List) _____	BOOKKEEPING: _____	

I certify that the information in this application and on my curriculum vitae is true, accurate and complete in every respect as at the date of submission.

Signature: _____**Date:** _____**MISREPRESENTATION MAY LEAD TO THE WITHDRAWAL OF AN OFFER OF EMPLOYMENT****WHERE DID YOU HEAR OF US? PLEASE TICK**

Monster.co.uk	AgencyCentral.co.uk
SecsInTheCity.co.uk	Google search
DoctorJob.com	Job Centre
Reed.co.uk	Newspaper
Our Web Site	Referral - pls state name
Other =	

FOR INTERNAL USE ONLY

WAIVER FORM SIGNED	YES/NO
CONDITIONS SIGNED	YES/NO
TEMP PACK SENT	YES/NO

CONSULTANTS USE ONLY- CHECKLIST

COPY OF PASSPORT?

PASSPORT PHOTO

CURRENT CV?

EVIDENCE OF PREVIOUS 5 YRS EMPLOYMENT?

EVIDENCE OF QUALIFICATIONS?

Data Protection Act 1998: Please be aware that we will collect, retain and process your personal details, and forward them to our client companies as required, for work-finding purposes only.