

APPOINTMENTS BI-LANGUAGE APPLICATION FORM**CONSULTANT:** _____
TODAYS DATE: _____**PERSONAL DETAILS****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 _____
	CAR OWNER: YES/NO _____
ADDRESS: _____	NEAREST STATION: _____
	MARITAL STATUS: _____
CITY: _____	DEPENDANTS: _____
COUNTY: _____	E-MAIL ADDRESS: _____
POSTCODE: _____	TELEPHONE: (home) _____
COUNTRY: _____	(work) _____
BIRTH DATE: _____	(mobile) _____
NATIONALITY: _____	HAVE YOU READ OUR TERMS OF BUSINESS YES/NO _____
MOTHER TONGUE: _____	

EMPLOYMENT INFORMATION**Current Details**

SALARY: _____
 BENEFITS: _____

 JOB TERM: TEMP/PERM
 NOTICE PERIOD: _____
 EVENING COURSES/ _____
 COMMITMENTS _____
 DO YOU HAVE A CRIMINAL RECORD? YES/NO

Required Employment

SALARY: _____
 LOCATION: _____
 WILL RELOCATE: YES/NO
 CONSIDER WORK ABROAD: YES/NO
 WHERE: _____
Work in Australia!!!!....
 We have roles in Sydney & Melbourne. Would you like to work in Australia? _____
 JOB TERM: TEMP/PERM ?

SKILLS

SOFTWARE _____

 TYPING SPEED: _____
 AUDIO: YES/NO
 SHORTHAND: (Eng) _____
 (Other Langs - List)

LANGUAGES	LEVEL
_____	_____
_____	_____
_____	_____
_____	_____

SWITCHBOARD: _____
 BOOKKEEPING: _____

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.

SIGNATURE:**DATE:****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?