



Dear Candidate,

Welcome to Appointments Bi-Language!

We look forward to meeting you personally and to be of assistance to you in your search for work.

Please find enclosed registration forms to be filled in and brought with you to your appointment. This speeds up the whole interview process for you, and gives you a little extra time for you to provide your consultant with more detailed information concerning your job requirements.

In addition we need the following:

- Evidence of eligibility to work in the UK (Passport , Visa etc)
- A passport photo
- Educational qualifications (copy of degree certificate or higher educational achievements)
- Dates confirmation of CV (written verification form previous employers confirming the dates of employment over the last 5 years)
- Current CV

You may not have all the above. Don't worry but please try and bring as much as possible!

Our office is near 2 tube stations:

Covent Garden

Come out of the exit and you will see Marks & Spencer's

If you face M&S you need to go left down Long Acre towards St Martins Lane

143 is clearly signed on the right hand side of the road

Leicester Square

Take the exit to Covent Garden (Exit 4)

Turn left

Walk towards the crossroads

You will see the Sussex Pub on the corner and we are just past that on the left

We look forward to seeing you!

Kind regards

The ABL Team