

Candidate Registration Form

Personal Details

Form of ID: Passport Birth Certificate NI Card/P45

Title (Mr, Mrs, Ms, Miss)	
Surname	
First Name	
Address	
Postcode	
Email Address	
Home Phone No.	
Work Phone No.	
Date Of Birth (Optional)	
Nationality	

Equal Opportunities Statement: Suzanne Hendrick Recruitment is committed to a policy of Equal Opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis all aspects of recruitment to avoid discrimination.

Requirements

Type of Permanent work sort:

- Full Time
- Part Time
- Both

Positions required (pleased state type of role and brief description, i.e. industry and type of organisation you would prefer):

.....

.....

Priorities for your next role (likes/dislikes):

.....

.....

Salary Expectations (including benefits):

.....

Reason for leaving current/last role:

.....

.....

Additional Information:

Current Salary/benefits	
Preferred Location	
Notice Period/Date Available	
Interview Availability	
Driving Licence/own transport	
Nearest Tube Station	
Ideal Method of Transport	
Acceptable Journey Time	
Holiday Dates Booked	

Companies/Agencies already contacted and current interviews:

.....

Skills and Experience

Please tick relevant boxes:

Shorthand	Audio Typing	Sales	Customer Services	Reception	Book keeping	Accounts

Languages	Written/Oral	Basic	Intermediate	Advanced

Medical	Secretary	Reception	Discipline			
Legal	Litigation	Probate	Criminal	Con/Res/Comm	I.Property	Other

Software/Computer Experience

OUTLOOK	Yes	No
Email		
Diary Management		
Multiple Diaries		

EXCEL	Versions	Calculate Formulas	Basic Creation	Advanced Creation	Graph Creation	Macros	Pivot Table	V Look up

WORD	Versions	Tabs	Margins /Documents	Formatting Tables	Keyboard Shortcuts	Headings/ Footers	Mail Merge	Hyperlinks

	SOFTWARE/VERSION	LEVEL	SOFTWARE/VERSION	LEVEL
ACCOUNTS	Access		SAP	
	Sage		SIMS	
	Pegasus		Other	
	Other			
DTP	Publisher			
	Photoshop			
	PowerPoint			
	InDesign			
	Other			
DATABASE	Access			

Referrals

How did you hear about us?.....

Anyone you can recommend, a colleague or friend, who is also looking for permanent work or is looking to recruit a permanent member of staff, please pass on their details:

If a success engagement is secured on the referral, John Lewis gift vouchers to a value of £25 will sent to your home address.

Criminal Convictions

Do you have any unspent criminal convictions? Yes No

If yes, state convictions and dates:

The Information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of Suzanne Hendrick Recruitment, the offence is relevant to the post to which you are applying.

Permission to work in the UK

Do you require a visa or work permit to work in the UK? Yes No

If yes, you will be required to show documentary evidence of this.

Health and Disability

The following questions are asked in order to find out your needs in order to perform the job sort.

Do you have any issues or a disability relevant to the position or role you seek? Yes No

If yes, please specify.....

If you have a disability, what are your needs in terms of reasonable adjustments to enable you to perform the role sought?

Please specify.....

Equal Opportunities

Suzanne Hendrick Recruitment is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marital status, age, race, colour, religion and political beliefs. We place an obligation on all staff to respect and act in accordance with the policy. Suzanne Hendrick Recruitment will ensure that each candidate is assessed only in accordance with the candidate’s merits, qualifications and ability to perform the relevant duties required by the particular vacancy.

Data Protection Statement

The information that you provide on this form and on any CV given will be used by Suzanne Hendrick Recruitment to provide you employment finding services. In providing this service to you, you consent to your personal data being included on a computerised database, and consent to us transferring your personal details to our clients. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in any other way permitted or required by law.

Candidate Declaration

Suzanne Hendrick Recruitment operates as an Employment Agency with regards to services provided to candidates seeking Permanent Employment. A fee is not charged to any candidate regarding job seeking services.

I hereby confirm that the information given on my CV/Registration form is up to date, accurate, true and correct. I have also provided a form of identification that is true and current. I authorise Suzanne Hendrick Recruitment to approach companies on my behalf, and in their efforts to find a suitable role for me, will require to share some or all of the information I have provided with potential clients.

I have read and agreed to the above declaration.

Candidates Signature.....

Candidates Name.....

Date.....