

## Application form

### Personal information

Surname: \_\_\_\_\_ First name: \_\_\_\_\_ Sex: M F  
 Email: \_\_\_\_\_  
 I give my consent to receive emails from temps-online. Yes  No   
 I give my consent to have my photo and profile submitted on the temps-online website. Yes  No

Address: \_\_\_\_\_ Nearest tube / rail: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Home tel: \_\_\_\_\_ Work tel: \_\_\_\_\_  
 I give my consent to receive text messages from temps-online to the mobile number above. Yes  No

### About you

Do you have any disabilities that we should be aware of? \_\_\_\_\_  
 Do you smoke? Yes  No   
 State of health: \_\_\_\_\_  
 Nationality: \_\_\_\_\_  
 Do you require a work permit? Yes  No

### About your next of kin

Name: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Tel: \_\_\_\_\_

### Your banking details

Bank or Building Society: \_\_\_\_\_  
 Sort code: \_\_\_\_\_  
 Account number: \_\_\_\_\_  
 NI number: \_\_\_\_\_

### Your history

Have you registered with other agencies? Yes  No   
 Have you had any interviews? Yes  No   
 If yes, where and what was the outcome? \_\_\_\_\_

### Academic qualifications:

Are there any companies you do not want us to approach on your behalf? \_\_\_\_\_

### Secretarial / other qualifications:

Do you have any unspent criminal convictions? Yes  No   
 If so, please disclose: \_\_\_\_\_

(Failure to declare a criminal conviction that may subsequently come to light may lead to a withdrawal of your application from our record.)

### For staff use

#### Skills

Typing: \_\_\_\_\_  
 Shorthand: \_\_\_\_\_  
 Audio: \_\_\_\_\_  
 Spelling: \_\_\_\_\_  
 Switchboard: \_\_\_\_\_  
 Languages: \_\_\_\_\_

#### Computer skills required:

	Bas	Int	Adv
Word	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Excel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Powerpoint	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outlook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lotus Notes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Accounts packages:

Other: \_\_\_\_\_

Company & location	Type of industry	Position	Duties & responsibilities	From/to	Salary	Reason for leaving

### Reference

Date	Source	Reg no	Consultant	Salary

**Declaration of right to work in the UK**

In order to comply with the British Immigration and Asylum Act, we are required by law to ascertain information, which means we are likely to require sight of your passport.

**Visa details**

Type of visa held:  
 Expiry date:  
 Valid working period still available:

**Work eligibility**

I am eligible to work in the United Kingdom because (please tick)

- a) I am a British Citizen
- b) I am a Citizen of the European Community
- c) I have a valid visa
- d) Other (please explain)

If you are interested in permanent work, please indicate if we can share your information with our sister company, ROC Recruitment Yes  No

I hereby authorise any of my former employers to furnish their records of my services, my reasons for leaving their employ, together with all information they may have concerning me, whether on record or not. I hereby release them and their company from all liability for any damage whatsoever for issuing the same. I also certify that all statements made on this form are to the best of my knowledge-true.

Signed

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**For staff use**

**Extended skills**

Competencies to be assessed: (Give evidence)

Initiative:

Oral communication:

Organisation:

Teamwork:

Willingness to learn:

Customer focus:

What motivates you?

Strengths:

Weaknesses:

What do you desire from your next position?

CV sent to	Date

<p><b>Comments:</b></p>	<p><b>Suitable clients:</b></p>
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