

## REGISTRATION FORM

|           |  |           |  |                       |  |
|-----------|--|-----------|--|-----------------------|--|
| Permanent |  | Temporary |  | Permanent & Temporary |  |
| Contract  |  | Full Time |  | Part Time             |  |

(please tick)

## PERSONAL DETAILS

|  |          |                |   |   |  |
|--|----------|----------------|---|---|--|
| First names:   |          | Surname:       |   | Mr/Mrs/Miss/Ms<br>(delete as appropriate) |  |
| Address:   |          |                |   |   |  |
|  |          |                |   | Post Code:                                |  |
| Date of Birth:   |          | Home Tel:      |   | Business Tel:                             |  |
| Mobile No:   |          | Email Address: |   |   |  |
| Nationality:   |          |                | National Insurance No:  |   |  |
| Work Permit Required:  | Yes / No |                | Valid From:   | Valid To:                                 |  |
| Current or Last Salary: £  |          |                | Annually / Monthly / Weekly (delete as appropriate)                     |   |  |
| Benefits Package:  |          |                |   |   |  |
| Salary Expectation: £  |          |                | Nearest BR/Tube   |   |  |
| Any Criminal Convictions? Yes <input type="checkbox"/> No <input type="checkbox"/> Details |          |                | CCJ/Bankruptcy Yes <input type="checkbox"/> No <input type="checkbox"/> |   |  |

## EDUCATION/QUALIFICATIONS

|                                       |  |            |  |
|---------------------------------------|--|------------|--|
| School:                               |  | From - To: |  |
| Qualifications:                       |  |            |  |
| College/University                    |  | From - To: |  |
| Qualifications:                       |  |            |  |
| Additional Vocational Qualifications: |  |            |  |

## SKILLS/EXPERIENCE

|                             |
|-----------------------------|
| Languages:                  |
| Software Skills:            |
| Industry/Sector Experience: |
|                             |
|                             |
|                             |

## SOURCE

|                                   |
|-----------------------------------|
| Advertisement (details):          |
| Internet (website/search engine): |

**REGISTRATION FORM (Cont)**

**REFERENCES** (provide 2 references applicable to temporary applicants)

|                |                |
|----------------|----------------|
| Name:          | Name:          |
| Address:       | Address:       |
|                |                |
| Telephone No:  | Telephone No:  |
| Fax No:        | Fax No:        |
| Email Address: | Email Address: |

**EMPLOYMENT HISTORY** (most recent position first)

| Employer's Name and Address: | Dates Employed | Final Salary | Position & Duties | Reason for Leaving |
|------------------------------|----------------|--------------|-------------------|--------------------|
| 1)<br>Contact:<br>e-mail:    |                |              |                   |                    |
| 2)<br>Contact:<br>e-mail:    |                |              |                   |                    |
| 3)<br>Contact:<br>e-mail:    |                |              |                   |                    |

**Data Protection Act**

I confirm that the above information is correct and give written consent that my personal data will be used for the purpose of sourcing suitable employment (data protection act 1988). We may also use your CV for marketing purposes or talk with organisations on your behalf without informing you first. By signing this form you are giving us authority to do so.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Requesting Medical Information**

In order for us to ensure that all candidates have equal opportunity in the course of the recruitment process and to ensure suitability for any vacancies please raise below any matters which you feel may be relevant to your ability to attend interviews or perform any particular kind of work.

\_\_\_\_\_

\_\_\_\_\_

I have applied to Headway Recruitment Services Ltd and agree that my details may be used to apply to relevant companies for positions that are vacant. I give permission for my references to be made available to a third party when required. To the best of my knowledge the information I have supplied on this form is accurate and correct. I am in receipt of and accept the Contract for Services, if applicable, in respect of temporary work assignments.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Interviewed by consultant \_\_\_\_\_ Proof of identity - Passport/P45 or P60/Birth Certificate *Requested/Seen*  
 Proof of qualifications *Requested/Seen* CV Attached Yes/No Photo Yes/No

**NOTES**

**Our Objective is:**

“To provide you with an objective, personal, yet professional consultancy service without prejudice”