

Application form

Reference

Date	Source	Received	Consultant	Salary

Personal information

Surname: _____ First name: _____ Sex: M F
 Email: _____
 I give my consent to receive emails from ROC Recruitment. Yes No

Address: _____
 Postcode: _____ Nearest tube / rail station: _____ Mobile: _____
 Home tel: _____ Work tel: _____
 I give my consent to receive text messages from ROC Recruitment 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 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? _____

Vocational qualifications:

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

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

For staff use

Skills

Typing: _____

Shorthand: _____

Audio: _____

Spelling: _____

Switchboard: _____

Languages: _____

Computer skills required:

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

Accounts packages: _____

Other: _____

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

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 temporary work, please indicate if we can share your information with our sister company, temps-online limited. Yes No

Your bank details

Bank or Building Society:

Sort code:

Account number:

NI number:

I certify that all statements made on this form are to the best of my knowledge-true.

Signed

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

Comments	Suitable Clients