

Interview Reference Form

Michael Page Secretarial can only register candidates for temporary assignments who can provide contact details covering 5 years (Should there be any gaps in the 5 years, for example or time out for personal reasons, a personal reference for a professional individual must be provided to cover this period).

Candidate Name:	Reg No.:
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Employment History

Please provide referee details for **every** company at which you have been employed for the last 5 years.

Company Name:		Company Name:	
Dates Worked:		Dates Worked:	
Referee:		Referee:	
Email Address:		Email Address:	
Phone No.:	Fax No.:	Phone No.:	Fax No.:
Address:		Address:	
Temp/Perm:		Temp/Perm:	
Agency Name:		Agency Name:	
Agency Location:		Agency Location:	
Name of Consultant:		Name of Consultant:	

Company Name:		Company Name:	
Dates Worked:		Dates Worked:	
Referee:		Referee:	
Email Address:		Email Address:	
Phone No.:	Fax No.:	Phone No.:	Fax No.:
Address:		Address:	
Temp/Perm:		Temp/Perm:	
Agency Name:		Agency Name:	
Agency Location:		Agency Location:	
Name of Consultant:		Name of Consultant:	

I declare that the information provided is true and accurate to the best of my knowledge.

Signature:	Date:
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The information gathered via this referencing procedure may be passed to our clients (prospective employers) to assist our candidate in obtaining employment. Your personal data will be processed in accordance with the Data Protection Act 1998. Full details of our Privacy Policy can be accessed via our website at www.michaelpage.co.uk. Alternatively, you can obtain a copy of the policy from your local office.

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Employment History continued

Please provide referee details for **every** company at which you have been employed for the last 5 years.

Company Name:		Company Name:	
Dates Worked:		Dates Worked:	
Referee:		Referee:	
Email Address:		Email Address:	
Phone No.:	Fax No.:	Phone No.:	Fax No.:
Address:		Address:	
Temp/Perm:		Temp/Perm:	
Agency Name:		Agency Name:	
Agency Location:		Agency Location:	
Name of Consultant:		Name of Consultant:	

Educational History

Institution Name:		Institution Name:	
Dates Attended:		Dates Attended:	
Referee:		Referee:	
Email Address:		Email Address:	
Phone No.:	Fax No.:	Phone No.:	Fax No.:
Address:		Address:	

Personal References

Referee:		Referee:	
Job Title:		Job Title:	
Relationship:		Relationship:	
Time Known:		Time Known:	
Email Address:		Email Address:	
Phone No.:	Fax No.:	Phone No.:	Fax No.:

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Signature:	Date:
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