

**DIVISION: COMMERCIAL**

REG NO:

TITLE:	CV ATTACHED/EMAILED	Yes / No
FORENAMES:	TEMPORARY	Yes / No
SURNAME:	Min hourly rate:	£ _____ per hour
ADDRESS:	PERMANENT	Yes / No Full time / Part Time
	Min Salary:	£ _____ per annum
	DATE AVAILABLE FROM:	
	PREFERRED LOCATIONS :	
POST CODE:	DRIVING LICENCE	Yes/No
MOBILE ☎	TRANSPORT:	Car / Motorcycle / Bicycle / Public
HOME ☎	HOURS AVAILABLE:	Days / Eve / Weekends / School / Other:
EMERGENCY CONTACT ☎ NAME:		
EMAIL ADDRESS:		
SEX:	Male / Female	STUDENT: Yes / No
DATE OF BIRTH:	IMMIGRATION INFORMATION (COMPLETE IF APPLICABLE)	
DO YOU HAVE IMMIGRATION PERMISSION TO WORK IN THE UK? Yes/No or N/A (please circle clearly as appropriate)	WORK PERMIT REQUIRED	Yes/ No
	WORK PERMIT EXPIRY	Date :
	STUDENT VISA : Yes / No	Permitted hours per week:
ID/DOCUMENTS PROVIDED: (please circle clearly as appropriate)	Valid Passport	Birth Certificate N.I card / P45 / P46
NEW STARTER FORM SIGNED (TEMP ONLY): Yes / No	BANK DETAILS PROVIDED: Yes / No	
DO YOU HAVE ANY UNSPENT* CRIMINAL CONVICTIONS? Yes / No <i>(If yes, please state convictions and dates)</i>		
PROFESSIONAL QUALIFICATIONS / EDUCATION / GRADES ACHIEVED:		
CRRENTLY STUDYING FOR:		
EMPLOYMENT HISTORY	DATES EMPLOYED	JOB TITLE AND DESCRIPTION
PRESENT/LAST EMPLOYER NAME	SALARY	
	REASON FOR LEAVING	
	PRESENT/LAST EMPLOYER NAME	DATES EMPLOYED
PRESENT/LAST EMPLOYER NAME	SALARY	
	REASON FOR LEAVING	
	PRESENT/LAST EMPLOYER NAME	DATES EMPLOYED
PRESENT/LAST EMPLOYER NAME	SALARY	
	REASON FOR LEAVING	

Data Protection Statement The information that you provide on this form and on any CV given will be used by Paterson Recruitment to provide you work 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 other way permitted or required by law.

*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of Paterson Recruitment the offence is relevant to the post to which you are applying. Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light

<p>REFEREE 1</p> <p>Name:</p> <p>Position:</p> <p>Company:</p> <p>Address:</p> <p>Email address:</p> <p>Tel/Fax No:</p>	<p>REFEREE 2</p> <p>Name:</p> <p>Position:</p> <p>Company:</p> <p>Address:</p> <p>Email address:</p> <p>Tel/Fax No:</p>
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COMPANIES/AGENCIES ALREADY APPROACHED: _____ COMPANIES NOT TO APPROACH: _____

PREFERRED INTERVIEW TIMES/DATES: _____ **Please tick/complete below as appropriate ✓**

Administration Job Title	Secretarial Skills	Secretarial Job Title/Skills	HR/Personnel Job Title	Software skills
Sales Administrator	TYPING SPEED	PA/EA	Administrator	<u>Word</u>
Customer Service Admin	60+ WPM	Secretary	Adviser/Assistant	Advanced/Intermediate/Basic
Office Manager	30-60 WPM	Typist	Manager	<u>Excel</u>
Data Entry Clerk	Up to 30WPM	Legal	HR Qualifications	Advanced/Intermediate/Basic
Facilities Administrator		Medical	CIPD	<u>PowerPoint</u>
Receptionist	Audio Typing	Customer Service Job Title	CPP	Advanced/Intermediate/Basic
Administrator	Minute taking	Customer service		<u>Access</u>
		Adviser		Advanced/Intermediate/Basic
		Manager/Supervisor		Adobe suite;
		Help desk Adviser		Illustrator, Photoshop, InDesign
				Dreamweaver
Marketing Job Title/Qual	Sales Job Title/Skills	Purchasing Job Title	Other Job Titles	Quark
Manager	Executive/Consultant	Buyer	Logistics	CAD
Executive/Assistant	Telesales	Purchasing Assistant	Quality Assurance	SAP
Events Coordinator	Field Sales	Stock Controller	Quality Control	Pegasus
Telemarketing	Account Manager	Export Coordinator	Inspection	PAS
CIM	Sales Manager	Purchasing	Analyst	Sage
Accounts Job Titles/Skills	Management Job Title	Qualifications;	Retail Assistant	Email/Internet
Credit Controller	Operations Manager	CIPS	Graphic Designer	Apple Mac
Purchased Ledger Clerk	Director	Projects Job Title/Quals	Researcher	Other –
Sales Ledger Clerk	Other –	Project Coordinator	Other –	<i>Please specify:</i>
Manager	<i>Please specify:</i>	Project Manager	<i>Please specify:</i>	
PAYE/Petty Cash		PRINCE2		
Stock Control				

Where did you hear about Paterson Recruitment? (Please circle as appropriate)

Our website Reed Total Jobs Fish 4 Newspaper Recommendation Advertisement Other (please specify)

CANDIDATE DECLARATION I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to clients. I consent to references being passed onto potential employers. If, during the course of a temporary assignment, the Client wishes to employ me directly, I acknowledge that Paterson Recruitment will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

CANDIDATE NAME SIGNED Date.....

If you are under the age of 18, please state if you have received vocational guidance Yes/No

OFFICE USE ONLY		COPIES ON FILE Passport / Birth Certificate VISA /Other : NI copied / P45/ P46 References 1 2 Temp start Form signed Bank Details provided CV: email / hard copy Other items:
IDEAL JOB ROLE:	STRENGTHS/EXPERTISE:	
AREAS FOR DEVELOPMENT:	OTHER NOTES:	
Appearance A/B/C		
Speech A/B/C		
Personality A/B/C		
Enthusiasm A/B/C		