

KEYWORDS:

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I.D TAKEN – PASSPORT/ BIRTH CERTIFICATE/ PHOTO I.D./OTHER

AVAILABILITY LIST?

IMMEDIATE?

TEMP OR PERM

START HERE →

DATE REGISTERED: / /

National Insurance Number

Surname:

Forename:

Home Tel:

Date of Birth (if under 22):

Mobile:

Email:

Address:

Driver? Car Owner? Smoker?

Do you have any unspent convictions? Yes/No

Last School/College/University attended:

Languages:

Qualifications:(Degree/A levels/GCSE etc)

Employment details: (Please print)

Company	Job Title:	Start & end dates (approx)	Salary/Wage	Reason for leaving
Town/City				
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Please indicate experience gained in the boxes below: Excellent-1. Good-2. Average-3. Little-4.

Skill:	1-4	Skill:	1-4	Skill:	1-4
Copy/Typing Speed		Reception Desk		Languages	
Audio		Switchboard		Payroll	
Legal		No. of lines		Marketing	
Medical		SAP User		Purchasing	
IT Packages		Excel User		Stock Control	
Data Entry		Sageline 50		Statistics	
Keyboard skills		Word		Export Documentation	
Secretarial		Human Resources		Shipping	
Personal Assistant		Telesales		Sales Ledger	
Shorthand		Sales Co-ordination		Purchase Ledger	
Office Management		Customer Service		Credit Control	
Other skills not listed:					

Job Expectations:

Locations willing to travel to work: Rugby <input type="checkbox"/> Coventry <input type="checkbox"/> Leicester <input type="checkbox"/> Daventry <input type="checkbox"/> Northampton <input type="checkbox"/> Leamington Spa <input type="checkbox"/>		
What are your salary expectations?	Notice Period	
Are you available for temporary work? Yes / No	Are you available for permanent work: Yes / No	
Can we send your CV to multiple companies/ vacancies? Yes / No	Will you work occasional days? Yes / No	Are you Student? Yes/No
Which other agencies are you registered with:		

To save yourself and Rugby Recruitment any embarrassment could you please detail any current interviews or applications outstanding with other employers.

Interviews attended

1. Company:	Position applied for:	Date:
2. Company:	Position applied for:	Date:
3. Company:	Position applied for:	Date:

Interviews arranged

1. Company:	Position applied for:	Date:
2. Company:	Position applied for:	Date:
3. Company:	Position applied for:	Date:

<i>How did you hear of Rugby Recruitment.</i>	Friend <input type="checkbox"/>	Colleague <input type="checkbox"/>	Internet <input type="checkbox"/>	Newspaper <input type="checkbox"/>
	Previously placed by Rugby Recruitment <input type="checkbox"/>			
	Other			
<i>What on-line job boards are you registered with?</i>	Jobsite <input type="checkbox"/>	CV-library <input type="checkbox"/>	Monster <input type="checkbox"/>	Myjobgroup <input type="checkbox"/>
	Fish4jobs <input type="checkbox"/>	Job Centre Plus <input type="checkbox"/>	Totaljobs <input type="checkbox"/>	Reed <input type="checkbox"/>
	Others			
<i>In which local newspapers would do you look for jobs?</i>	Rugby Observer <input type="checkbox"/>	Rugby Times <input type="checkbox"/>	Hinckley Times <input type="checkbox"/>	
	Coventry Observer <input type="checkbox"/>	Coventry Times <input type="checkbox"/>	Leamington Courier <input type="checkbox"/>	
	Leamington Observer <input type="checkbox"/>	Warwickshire Times <input type="checkbox"/>	Hinckley Herald & Journal <input type="checkbox"/>	
	Coventry Telegraph <input type="checkbox"/>	Nuneaton Tribune <input type="checkbox"/>	Daventry Express <input type="checkbox"/>	
	Others local newspaper			None <input type="checkbox"/>

Health and Disability:

The following questions on health and disability are asked in order to find out your needs of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job position sought.

Do you have any health issues or a disability relevant to the position or role you seek? Yes/ No
If Yes, please specify.

If you have a disability, what are your needs in terms of reasonable adjustments to enable you to perform the role sought, access the recruitment service, and attend interviews or to take aptitude tests etc?

Work Status information:

In line with Home Office guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK.

Do you have immigration permission to work in the UK? Yes/ No

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.

Signed:**Date:**

The information that you provide on this form and on any CV given will be used by Rugby Recruitment Services Ltd to provide 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. 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.
