



28 Orchard Road, St Annes on Sea, Lancashire, FY8 1PF
Tel: 01253 727034 Fax: 01253 714141

REGISTRATION FORM

(CONFIDENTIAL)

Have you registered before? Yes No
Are you a student? Yes No

PERSONAL DETAILS

SurnameMr/Mrs/Miss/Ms
Forename(s)
Address
..... Post Code
Tel.No Home Mobile
Email Address
Date of BirthNationality.....
National Insurance No..... Transport.....
If applicable, do you have immigration permission to work in the UK? Yes No
(Please enclose a photocopy of visa &/or passport page stating your right to work in the UK)
Do you have a recent DBS (Disclosure & Barring Service) certificate check? Yes No
If yes, what date was it obtained?.....

EDUCATION DETAILS

University Attended:

Degree (Subject & Class):

If a school leaver, please provide:

GCSE Results:

A Level Results:

PROFESSIONAL QUALIFICATIONS:

BUSINESS QUALIFICATIONS:

CURRENT STUDIES:

GENERAL DETAILS

Please give details of the ideal position you are seeking.....
.....
Permanent/Temporary work required.....
Are you currently employed.....
Notice Period.....
Hours you are regularly able to work (P/T)..... (F/T) (Ev/ngs)..... (W/ends).....
Salary required (Permanent p/a).....
(Temp rate p/h).....

EMPLOYMENT DETAILS

Current/Most Recent Employer.....
Type of Business.....
From..... To.....
Job Title..... Responsible to.....
Salary/Benefits..... Main Functions of Job.....
.....
Reason for Leaving.....

Second Most Recent Employer.....
Type of Business.....
From..... To.....
Job Title..... Responsible to.....
Salary/Benefits..... Main Functions of Job.....
.....
Reason for Leaving.....

Third Most Recent Employer.....
Type of Business.....
From..... To.....
Job Title..... Responsible to.....
Salary/Benefits..... Main Functions of Job.....
.....
Reason for Leaving.....

HOW DID YOU HEAR ABOUT US?

Recommended by.....
Directory.....
Advertisement.....
Internet.....
Other (please state).....

SKILLS AND EXPERIENCE PROFILE

Please indicate the extent of your experience by writing the appropriate number alongside each category. Also indicate speeds where known.

1. Considerable

2. Moderate

3. Minimum

0. Whatsoever

Secretarial Experience

- Typing wpm
- Audio wpm
- Shorthand wpm
- Medical
- Legal
- General

Job Experience

- Switchboard
- Reception
- Clerical/Filing
- Telesales/Sales
- Data Input
- Bookkeeping
- PAYE
- VAT
- Purchase/Sales Ledger
- Invoicing/Orders
- Credit Control
- Admin/Management
- Payroll

Software Packages used for Payroll

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Professional Experience

- Legal
- Medical
- Insurance
- Accounts
- Journalism
- Property
- Web Design
- HR
- Marketing/Advertising
- Training

SOFTWARE PACKAGES

- Word
- Excel
- Outlook
- Powerpoint
- Access
- Internet
- Mac
- Photoshop
- Other

.....

ADDITIONAL EXPERIENCE

Please specify any additional skills or experience not listed above

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PROFESSIONAL REFERENCES - MUST COVER THE LAST 3 YEAR PERIOD

These references should be from someone who knows/knew you in a professional capacity
i.e. previous employer, line manager or supervisor

Name and company	Address (including postcode)	Telephone	Email	Relationship (must be in a senior position)	Can we contact?

*Please note that you must also supply us with **two** personal referees!*

PERSONAL REFERENCE - MUST HAVE KNOWN YOU FOR AT LEAST 3 YEARS

Your personal referees must be professional people who know you in a personal capacity
i.e. university tutor, religious minister, teacher, solicitor, etc (please ask if unsure)

Name and Relationship	Address (including postcode)	Telephone	Email	Can we contact?

DATA PROTECTION STATEMENT

The information that you have provided on this form and on any CV or other documents given to us as part of this recruitment process will be used by *Fylde Office Service Bureau Ltd* to provide you with 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 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 for audit purposes or to prevent or detect crime, to protect public funds, or in other ways permitted or required by law.

I understand the above information, and certify that the data given is a true and accurate record to the best of my knowledge and belief.

Signed.....Date.....

NOTES (for office use only)
