

Middleton Jeffers Recruitment Ltd Registration/Application Form

Registration/Candidate Details (to be completed by the candidate)

Office Use Only	
Registered in England and Wales No 4149077	

Title	Surname	Middle Names	First Name

Registration Date				(Office Use Only) Photo Identification
Job/Advert				
How did you hear about us?				
Registered with us before?				
Type of Position <small>(Please circle)</small>	Permanent	Temporary	Both	
Registration ID Documents <small>(Please circle)</small>	Passport	Driving Licence	Visa	

Address			
Postcode		Nearest Station	
Mobile Tel No		Home Tel No	
Email		State of health	
Nationality		Visa status	
Date of Birth			
Current Employment		Car owner <small>(please circle)</small>	Y / N
		Holidays booked	
Driving Licence <small>(please circle)</small>	Y / N	Notice Period	
Current Salary (p/a)	£	Bonus	£
Reason for looking for a new job?		Salary Required	£
		Pension %	
Available from		Benefits	
Desired Job		Not desired	
Preferred Job Industry Sectors			
Preferred Job Location			
Academic Qualifications			
Secretarial College			
Typing Speeds	Typing: WPM	Shorthand WPM	Audio: Yes No
IT/PC Software Packages			
Numeracy <small>(please circle)</small>	Excellent	Good	Average Poor
Languages <small>(Indicate Ability: 1-mother tongue, 2-Fluent, 3-Working Knowledge, 4-Rusty)</small>			
Next of Kin <small>(emergency purposes only)</small>		Contact No	
Describe your ambitions and capabilities:			

Data Protection Statement: The information that you provide on this form and on any C.V. given will be used by Middleton Jeffers Recruitment Ltd to enable us to provide you with employment finding solutions. 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 present or detect crime, to protect public funds, or in other way permitted or required by law.

Candidate Declaration: I hereby confirm that the information given is true and correct. I consent to my personal data and C.V. being forwarded to clients. I also consent to references being passed on to potential employers.
If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that Middleton Jeffers Recruitment Ltd will be entitled to either 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 Signature:..... **Date:**.....

