

Office Support
Date:



Full Name (Mr/Mrs/Miss):

Address:

Post Code:

Nationality:

VISA EXPIRES:

Home Tel No:

Work No:

Mobile No's:

E-mail address:

NI No:

Notice period/date available

Nearest BR/tube station?

Are you looking for TEMP/PERMANENT/BOTH

Present/previous co name

Job Title

Leaving salary?

How did you hear about Hire Ground?

Salary sought?

SKILLS:

COPY: Y/N	AUDIO: Y/N	MINUTE TAKING: Y/N	SPEEDWRITING/ S/ HAND: Y/N
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Please mark with a 'x' which packages / switchboards you have experience of:

WORD:		SUN ACCOUNTS:	FREELANCE:	ISDX:
EXCEL:		QUICK BOOKS:	PAGEMAKER:	MERIDIAN:
POWERPOINT:		SAGE:	ILLUSTRATOR:	MONARCH:
ACCESS:		SAP:	PHOTOSHOP:	PLESSEY:
PUBLISHER:			CORELDRAW:	
OUTLOOK:			FILEMAKER:	
			CLARIS:	

LANGUAGES (only if fluent in):

Criminal declaration:

Please declare under the Rehabilitation of Offenders Act whether you have been convicted of a criminal offence which is deemed not yet to have been "spent" Yes () No ()

(please note that an unspent conviction does not automatically bar you from appointment. If appointed, failure to declare an unspent conviction, however, could result in disciplinary action, which may lead to dismissal)

EXPERIENCE OF WORKING WITHIN WHAT INDUSTRY SECTORS (please list all):



Recent Temporary Assignments

Company Name/Agency	Duration	Hourly rate

Work preferences e.g. Type, size of company, location, etc:

Preferred interview times:

Forthcoming holiday dates:

Ideal Role:

What are your 3 main strengths?

References:

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Name:

Date:

THANK YOU FOR COMPLETING THIS REGISTRATION FORM