

CANDIDATE REGISTRATION FORM



ElizabethMichael
Engaging people since 1991

No.....

Date.....

Equal Opportunities Statement: Elizabeth Michael is committed to a policy of Equal Opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis all aspects of recruitment to avoid discrimination. Our policy (Managing equality of opportunity and promoting diversity) is available on our website www.elizabethmichael.co.uk.

Positions Required (Job Titles).....
Minimum Salary / Hourly Rate.....
Preferred Location(s).....
Preferred Work Type
Permanent Full Time... <input type="checkbox"/> Temporary / Interim Assignment... <input type="checkbox"/> Part Time... <input type="checkbox"/>
Working <input type="checkbox"/> Yes <input type="checkbox"/> No Notice Period.....
Availability for Interview / Temporary Assignment.....

Personal Details

Surname..... Forenames..... Title.....

Address.....

..... Postcode.....

Email Address.....

Email payslips to this address if provided with a temporary assignment.....Yes.....No

Home Telephone..... Work Telephone..... Mobile.....

Does your mobile receive emails.....Yes.....No

National Insurance Number.....

Do you have immigration permission to work in the U.K.?.....Yes.....No

In strict adherence with the Home Office guidance relative to the prevention of illegal employment within the U.K., Elizabeth Michael will need to view, verify and take a copy of your original Passport or Full Birth Certificate plus proof of your National Insurance Number on an official document from the Inland Revenue e.g. N.I. Card, P45 (please note that photocopies cannot be accepted) as evidence of your right to work in the U.K.

Certain types of employment and professions are exempt from the Rehabilitation and Offenders Act 1974 and in those cases particularly where 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 confidence and only be taken into account where, in the reasonable opinion of Elizabeth Michael, 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 becomes evident.

Do you have any unspent criminal convictions?.....Yes.....No

If yes, please provide dates and details.....

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Have you ever had a Criminal Records Bureau (CRB) check?.....Yes.....No

If yes, please give details.....Standard.....Enhanced Date of issue.....

Do you have a Full Driving Licence?.....Yes.....No

Do you have use of a vehicle for work?.....Yes.....No

Skills / Experience Please tick the boxes

Shorthand	Audio Typing	Copy Typing	Data Input	Numeric	Alpha Numeric

Sales	Telesales	Customer Service	Admin	Reception	Switchboard

Book Keeping	Accounts	Credit Control	Sales Ledger	Purchase Ledger	Payroll

LANGUAGES	Written\ Oral	Basic	Intermediate	Advanced

MEDICAL	Secretary	Reception	Discipline - Please State

LEGAL	Litigation	Probate	Criminal	Conveyancing Res / Comm	I.P.	Other – Please State

Software/Computer Experience

EXCEL	Versions	Calculate Formulae	Basic Creation	Advanced Creation	Graph Creation	Macros	Pivot Table	V Lookup

WORD	Versions	Tabs	Margins & Documents	Formatting Tables	Cut & Paste	Headings & Footers	Keyboard Shortcuts	Mail Merge

ACCOUNTS SOFTWARE	Version	Input	Trial Balance	Final Accounts	Payroll	Sales Ledger	Purchase Ledger	Nominal
	Access							
	Sage							
	Pegasus							
Other								

DESKTOP PUBLISHING	Version	Describe Usage	Basic	Intermediate	Advanced
Publisher					
Powerpoint					

DATABASE	Version	Describe Usage	Basic	Intermediate	Advanced
	Access				
	SAP				
	SIMS				
Other					

Please note that Elizabeth Michael is legally prohibited from charging a fee for the provision of job seeking services to any candidate.

Elizabeth Michael operates as an Employment Agency with regard to services provided to candidates seeking permanent employment and temporary assignments.

The candidate confirms that the type of work sought has been specified within the Candidate Registration Form.

Candidates who seek Temporary/Assignment/Interim work shall on completion of the registration process also be required to agree a separate contract with Elizabeth Michael.

It is important to note that Elizabeth Michael are bound to pay temporary workers following the completion of a temporary assignment, whether or not Elizabeth Michael receives payment from a client. No other terms pertain to candidates seeking permanent employment. Elizabeth Michael will process the information which you provide during your registration and subsequent assignments, including any photographs you provide and any information about and from the third parties.

The personal data is used for administration, accounts and records, and may also be used for marketing, monitoring and reference purposes.

Our Information Security and Data Protection Policy is available on our website www.elizabethmichael.co.uk

Are there any businesses or organisations that you would NOT wish your details to be either discussed with or sent to? Please Detail

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Personal data may be disclosed to Elizabeth Michael's current and prospective clients and, where this is sensitive data, by signing below you give Elizabeth Michael express consent to process such data on your behalf for the purposes defined.

I acknowledge the above and confirm and declare that all the information and data given on this Candidate Registration Form is entirely accurate, true and correct.

Candidates Signature.....

Name.....

Date.....

