

Consultant Reg. Date/...../..... Temp or Perm.....
Perm Salary Min. Temp. Rate Notice
Position Sought Last Position

Title: Mr./ Mrs. / Miss / Ms Surname

First Name(s)

Address.....

.....

Telephone Home Telephone Work Telephone Other

Email Date of Birth/...../.....

Nationality If under 18, have you taken careers advice? YES / NO*

Do you require a visa to work in the UK? YES / NO* Expire Date/...../.....

Have you ever been convicted of a criminal offence? YES / NO*, If yes, please give details

.....

.....

Are you a smoker? YES / NO* Do you have a car? YES / NO* Clean Licence? YES / NO*

Accessible areas:

.....

Where did you hear about Harris Jones?

Have you registered with any other agencies? YES / NO*. If yes, who?

.....

I have received a copy of the Harris Jones "Working for you" booklet.

Signed Dated

EDUCATION

University Education. Exams taken and results

.....

College Education. Exams taken and results

.....

School Education. Exams taken and results

.....

Do you have any other qualifications? YES / NO* If so, what?

.....

.....

.....

Languages - written / spoken

.....

EMPLOYMENT HISTORY

Company Industry

Address

Dates/...../..... to/...../.....

Leaving Salary

Position

Duties

Reason for leaving

Contact name for reference Their position

Telephone Fax Email

Company Industry

Address

Dates/...../..... to/...../.....

Leaving Salary

Position

Duties

Reason for leaving

Contact name for reference Their position

Telephone Fax Email

Company Industry

Address

Dates/...../..... to/...../.....

Leaving Salary

Position

Duties

Reason for leaving

Contact name for reference Their position

Telephone Fax Email

For Office use only - Contact Notes

Name Posiion 1st Booking Date
Telephone (Home) Salary /...../.....
Telephone (Mobile)
Age Resides Public Transport / Car Accessible Area
Availability Holiday Dates

Where have you recently attended interviews?

Any companies you would like us to approach

What are you looking for in your next role

.....

.....

.....

Switchboard

Software and package test results

.....

Languages

Typing Tested at Shorthand Audio